

MENTOR PROGRAM HANDBOOK



Program Overview

The College of Agriculture, Food and Environment is committed to providing new employees with the resources they need to be successful in their role. Mentors help support mentees as they become acclimated to their position by providing peer-to-peer interaction, sharing best practices and helping the new employee understand the organizational structure of the college and where the mentee and his/her position fits into that structure. The length of the program is six months.

Program Goals

- Increase retention of employees
- Improve skills of new employees
- Support mentees as they become acclimated to their position
- Peer-to-peer interaction and support from others doing similar jobs
- Provide leadership opportunities for experienced employees
- Promote professionalism and interpersonal skills
- Provide resources to new employees
- Share Best Practices: time management, workload/expectations, available resources
- Improve employee morale
- Cultivate healthy relationships
- Create a more diverse workforce
- Provide personal development opportunities

Eligibility

Mentee – Regular employee who are new to the college of Agriculture, Food & Environment. Supervisor consent required.

Mentor – Two + years of service, and completion of Unconscious Bias, SuperVision, or equivalent. Supervisor consent required.

Training/Resources

- CAFE Mentor Orientation web-based course
- Mentor Program Handbook & resource packet
- Monthly Newsletter & Mentor Help Tip Emails

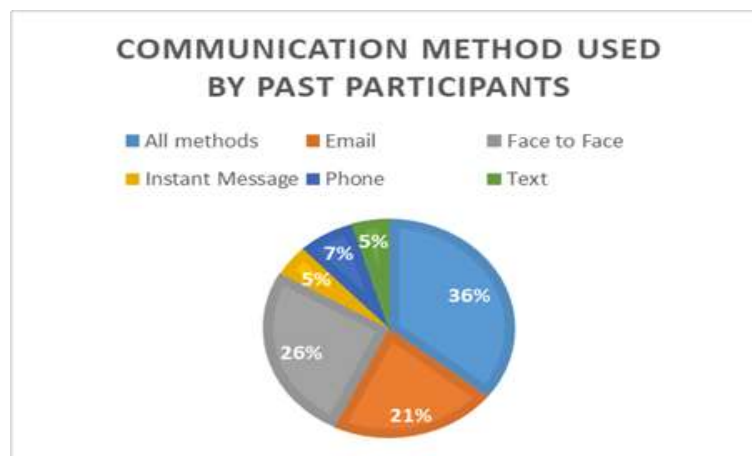


Mentor Responsibilities

- Meet with mentee (in person or Microsoft Teams//Zoom)
- Respond to your mentee
- Attend professional development events together when possible
- Be positive, encouraging, and supportive

Mentee Responsibilities

- Initiate communication
- Respond to emails & messages
- Show up to meetings on time
- Be open and commit to mentoring relationship



We strongly recommend at least two meetings.

However, you are more than welcome to meet more often.

Forms/Surveys

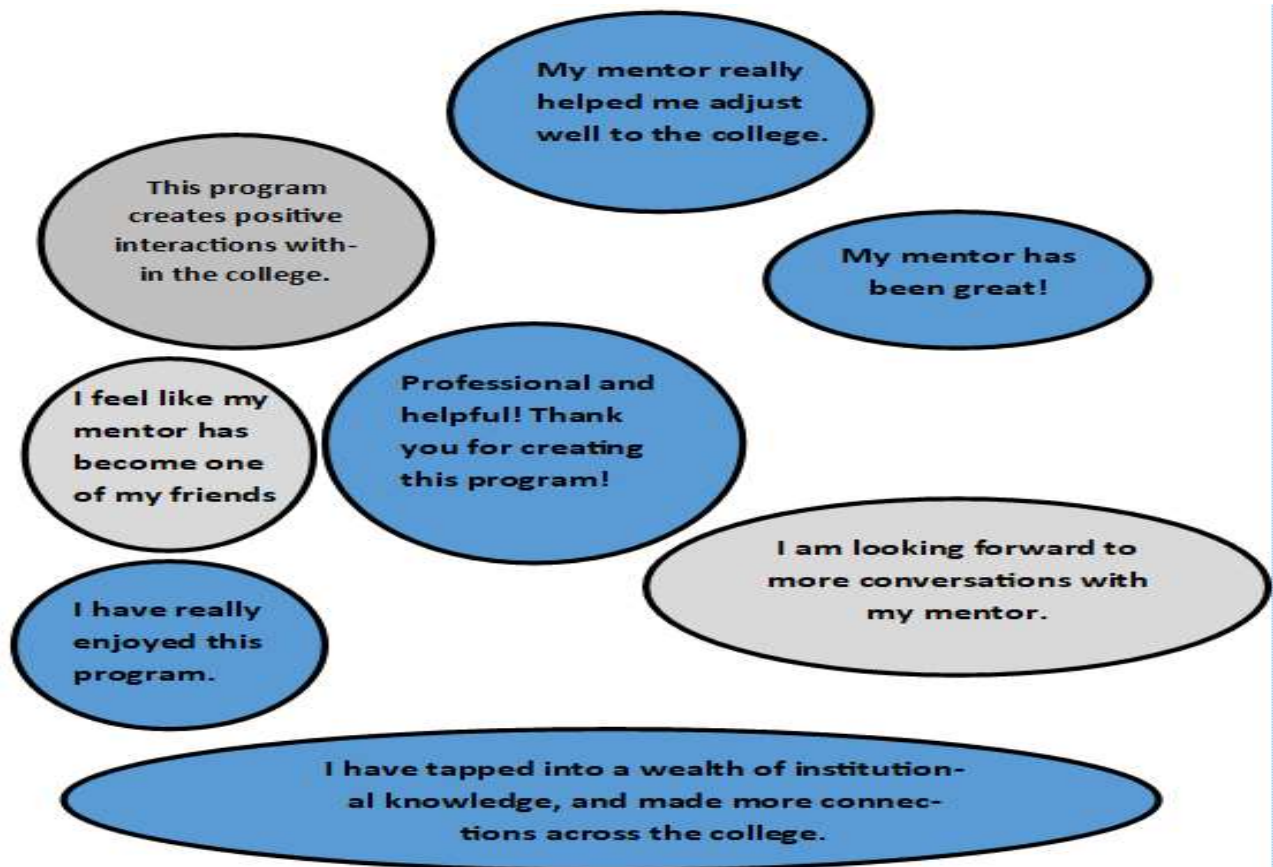
Mentoring Commitment Form – Set goals and establish a plan.

Pre-Program Survey - To aid in pairing.

Mid-Program Survey - To assess pairing.

End-Program Survey - For program enhancement.

Testimonials



FAQs

Q: Who can be a mentor?

A: CAFE Employees with two+ years of service, who have completed Unconscious Bias training, SuperVision, or equivalent program.

Q: What is the length of the program?

A: Six months

Q: How many meetings are we required to have?

A: Minimum of two (Zoom, Microsoft Teams, face to face). More if desired.

Q: Do I need to keep a log of our meetings/conversations?

A: No

Q: What training /support will I have as a mentor?

A: Mentor will complete the CAFE Mentor Orientation training course, receive a resource packet, receive monthly newsletters, and help tip emails throughout the six month program.

Q: Does my supervisor need to approve?

A: Yes

Q: Will my mentee be in my department?

A: The program is college wide. While it is possible that your mentee will be in your department, it is unlikely.

Q: Can the mentee or mentor choose to end the program early?

A: Yes, please contact agbusinesscenter@uky.edu

Q: How do I nominate someone to be a Mentor?

A: Submit a Mentor Nomination Form:

https://cafebusinesscenter.ca.uky.edu/files/mentor_nomination_form_1.pdf

Q: Am I supposed to train the mentee?

A: No, job/task focused training is not a requirement of the program

Q: I really enjoyed being a mentor. Could I be selected for the program again at a later date?

A: Yes!

Feel free to contact us with any questions that you have

agbusinesscenter@uky.edu

Certificates

Upon completion of the CAFE Mentor Orientation Course, mentors will receive a professional development certificate.

Upon completion of the six month program, mentees will receive a professional development certificate.

Incentives

Upon enrolling in the CAFE Mentor program, mentors will receive a welcome packet.

Appreciation

Upon completion of the six month program, mentors will be offered a choice of an appreciation incentive item.



**The Mentor Program provides a professional development opportunity
for both the mentee and the mentor.**

Additional Resources

Visit the Mentor Program site for additional resources:

<https://cafebusinesscenter.ca.uky.edu/mentorprogram>

Pay it Forward

Know someone who is positive, encouraging, and supportive?

Submit a nomination for the Mentor Program.

https://cafebusinesscenter.ca.uky.edu/files/mentor_nomination_form_1.pdf



UK College of Agriculture,
Food and Environment

