

**MENTOR INDUCTION DUTIES**

1. During the first day of his/her employment, the new member will be handed over to the Line manager and designated mentor of the department.

2. All work equipment e.g. desks, furniture, telephone, special equipment etc. must be arranged and installed before the staff member arrives. This will enhance a welcome feeling. The mentor should follow this up with the administrator or secretary of the department to ensure that this gets done timeously.

1. The mentor should ensure that the new member is introduced to all the applicable support groups and services of the University. These tasks can as well be delegated to the administrator or secretary but must be completed within the first week.

* Ensure staff access card is obtained
* Obtain staff parking card if required
* Connection to IT and telephone
* If required, Library access
* If required, the member can be introduce to transit housing for accommodation
* If required, access to specialised IT programmes
  + Campus tour to be arranged with Administration
* Location of amenities
* Work hours of the department
* Ensure that the required documentation (e.g. license) to operate specialised equipment is current and valid.

1. The main responsibility of the mentor is to ensure the new member is incorporated into the University community, feels part of the team and to explain “how things are done in the Department and at Rhodes University”. Guidelines regarding this is very broad but examples are ;

* Regularly asks the new member how he is finding work, co-workers, values etc. This will provide a barometer of how he /she are experiencing the work environment and perceived acceptance in the team.
* Refer to previous work solutions within the department, which will guide the new member towards the Department’s “way of thinking”.
* Encourage participation in the broader University life and share experiences of participation in similar University events.
* Invite or arrange for the new member to participate/attend social activities and /or sporting events of interest.
* Take an interest in the new member’s family matters and investigate if any help is required with e.g. school selection, employment of partner, renting/purchasing accommodation etc.

The basic role of the mentor is to take a caring interest in the new member’s settling in at work and in the broader community.