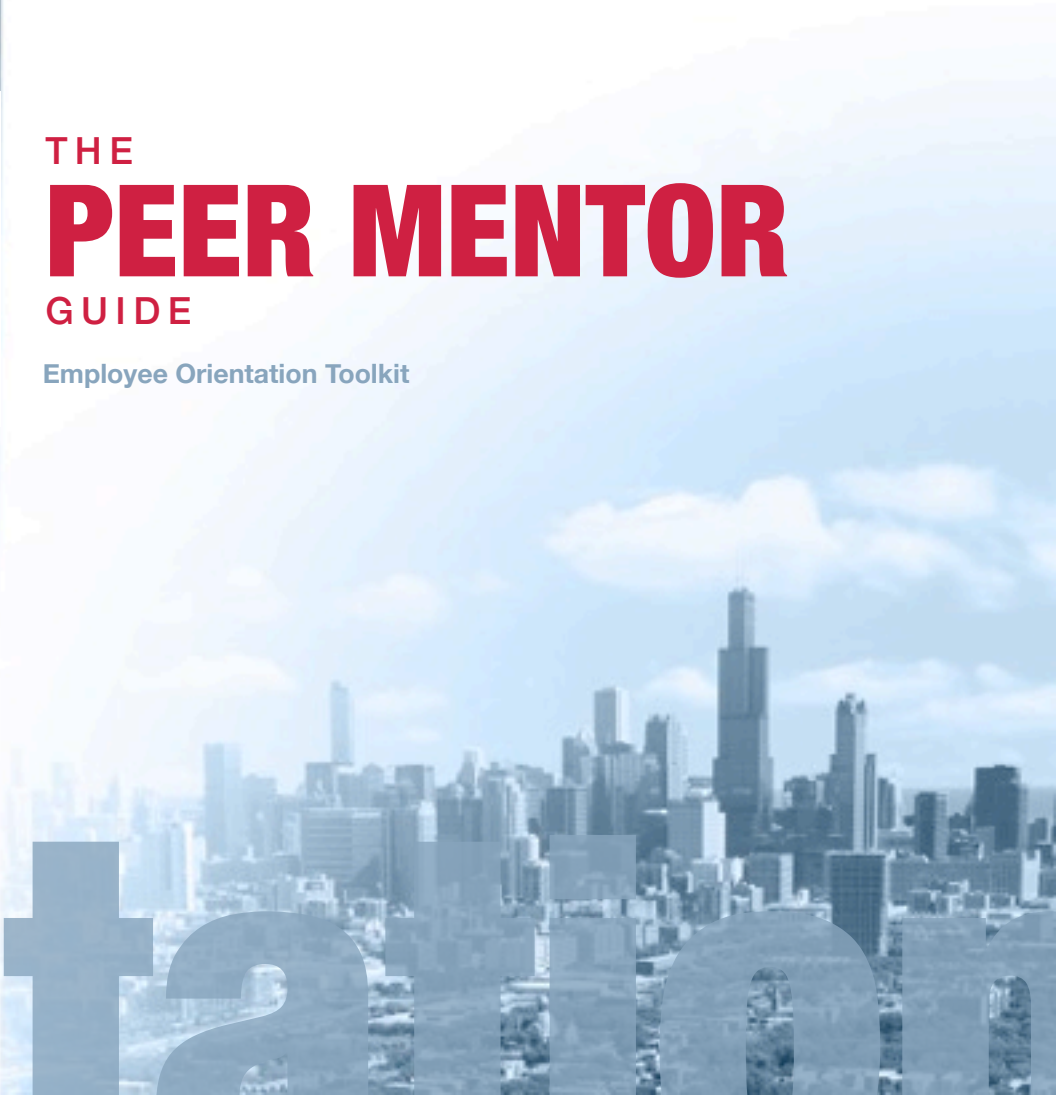




UIC
UNIVERSITY
OF ILLINOIS
AT CHICAGO

THE
PEER MENTOR
GUIDE

Employee Orientation Toolkit

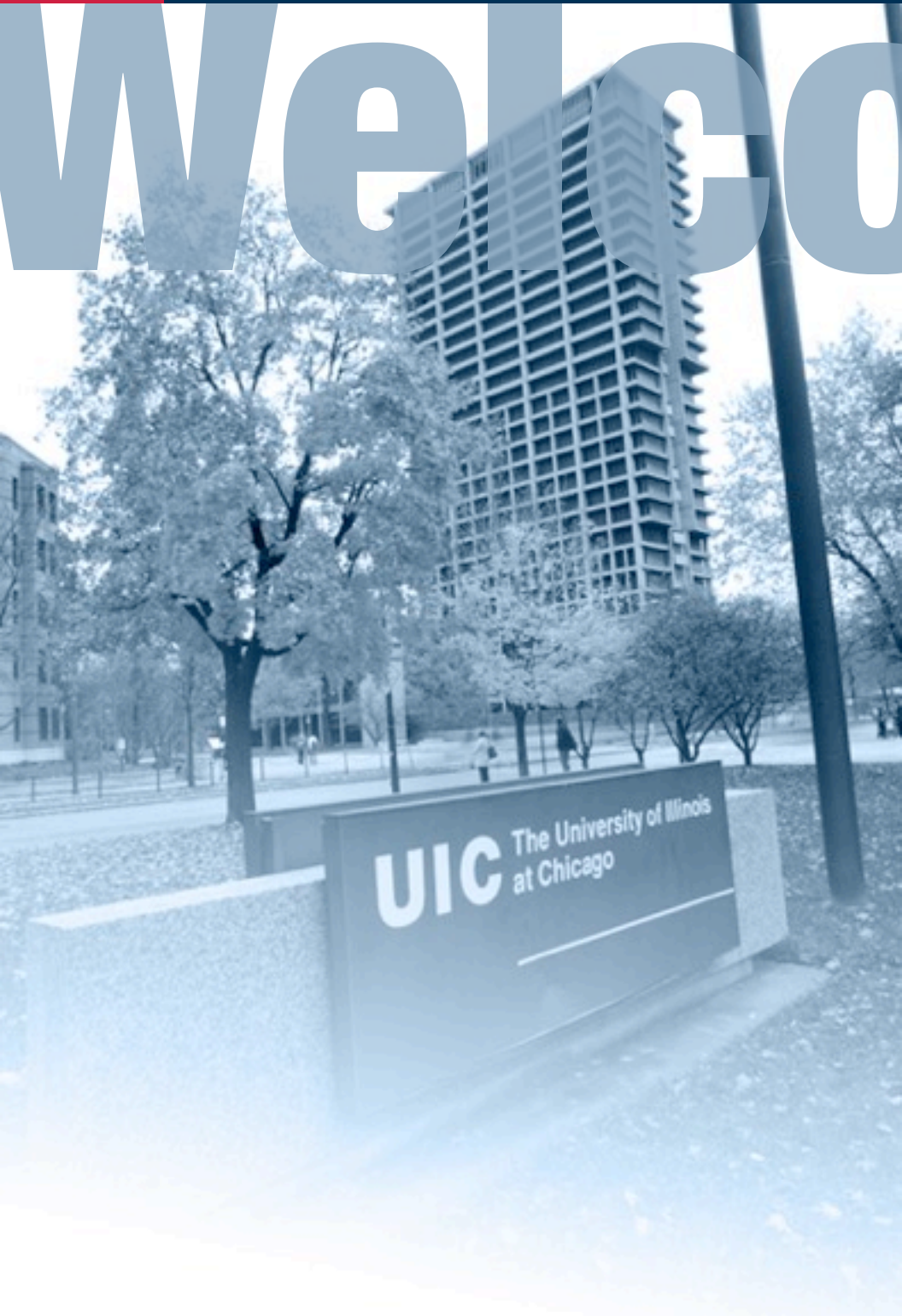


Orientation

Welcome

Peer Mentor Role

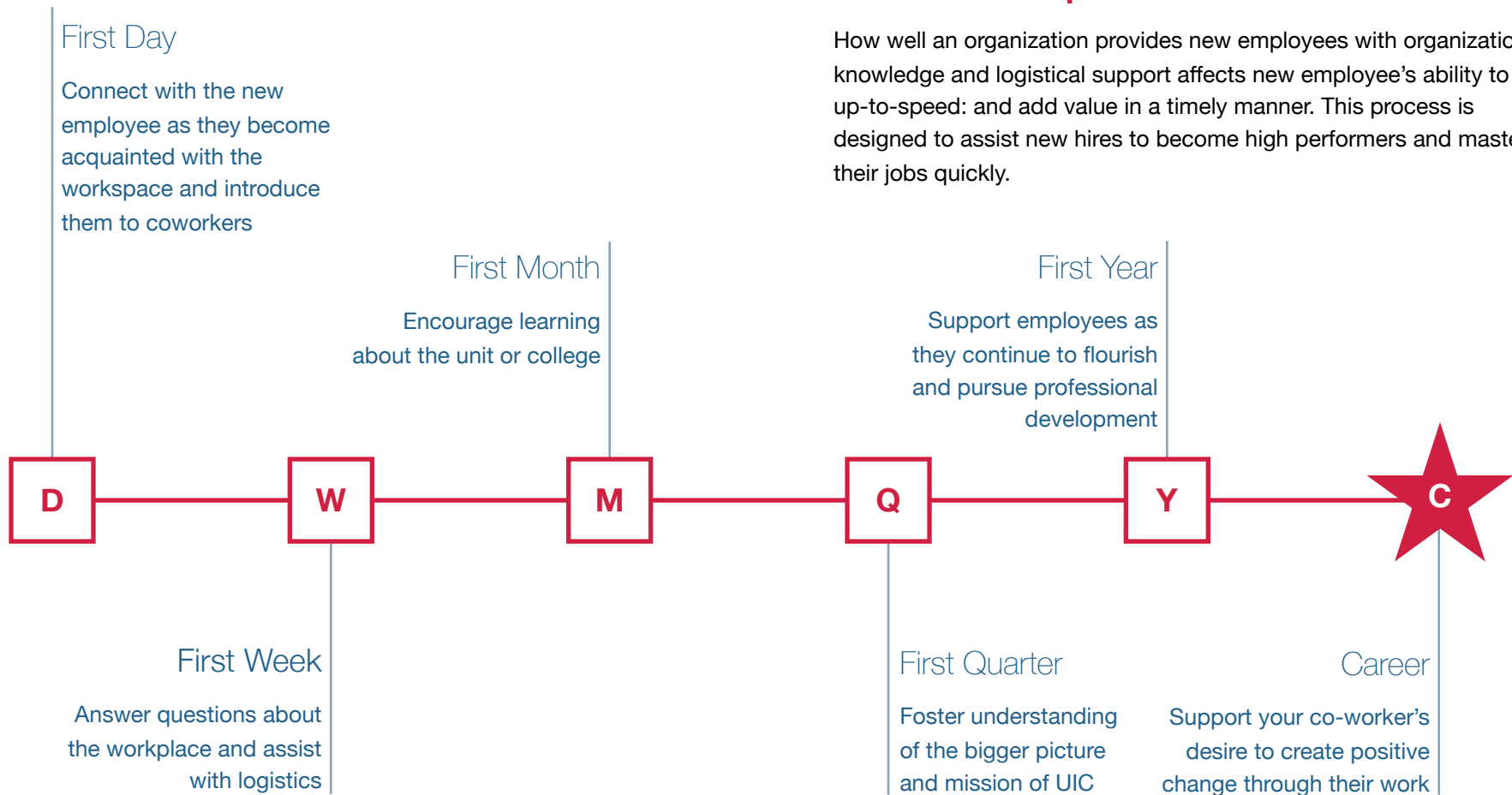
The peer mentor's role during the new hire orientation process is to give practical advice, guidance and support as new employees learn UIC culture and processes. Peer mentors advise and support the new hire through their first days and weeks, helping the new colleague understand the work place, localized processes, and organizational culture. Throughout the first few days, peer mentors may assist in many little things; showing the locations of storage rooms or printers, giving advice on where to go lunch, and equipment issues.



Orientation

What is the Purpose of Orientation?

How well an organization provides new employees with organizational knowledge and logistical support affects new employee's ability to "get-up-to-speed": and add value in a timely manner. This process is designed to assist new hires to become high performers and master their jobs quickly.



Preparing



Preparing for the First Day

- Confirm the colleague's name, start day and time with your manager
- Identify what systems and tools need to be ready on the start date
- Identify processes and logistics to be addressed on the start date
- Arrange to meet your new colleague on their first day
- Review the companion **Orientation Toolkit Employee Guide**





Day

First Day

The first day's focus is on becoming familiar with the work area, surroundings, and coworkers. Peer mentors assist the new employee through:

- Introducing the new employee to the team
- Providing guidance through established processes, key systems and tools
- Encouraging benefits enrollment in [newHire](#)
- Reviewing and assisting the completion of **Workplace Notes** or **Workplace Notes Chicago**
- If the new hire needs a parking space; applications, parking locations, and pricing are posted at the [Parking Services](#) website.
- Obtain an employee ID at one of the locations below:
 - Student Services Bldg. (SSB), 1200 W. Harrison, Suite 1790
 - Student Center West (SCW), 828 S. Wolcott, Room 241
 - Inquiries: idcenter@uic.edu

Week



First Week

During the first week the new team member works with the manager to understand job expectations. Peer mentors will guide new employees as they discover the nuances, logistics and many details of the work place by:

- Answering questions about processes and UIC
- Providing information about work processes
- Assisting with access to specific tools required for work, i.e.: loading specialized software, mapping to printers and acquiring keys to offices, or storage areas
- Helping them obtain a copy of [UIC News](#) and learn about Campus events

Month



First Month

During the first month new employees continue to learn about work requirements and resources supporting the work; complete required training, review professional development opportunities, and enhancing knowledge and skills through learning opportunities. They will also become more familiar with the Campus. You can assist them by:

- Helping to identify key units and resources
- Sharing information about the campus; where to eat, location of credit union, fitness centers, and major buildings
- Answering questions and offer information about [professional development resources](#)

Quarter



First Quarter

The basics of the role should be mastered during the first quarter. It is now time to learn about the bigger picture, how their contributions support what UIC makes possible, and discover ways to get involved and pursue interests through Campus organizations.

- Encourage attendance at University sports, cultural, or informational events.
- Continue to give advice and answer questions.

Year



First Year

Employees should continue to seek performance feedback and guidance as they grow in the new role. During this time, continue to integrate the new employee into the team and Campus through:

- Celebrating the first year anniversary of the employee's start date.
- Encouraging participation in opportunities to learn and meet colleagues through Campus organizations e.g., [Chancellor Committees](#), [Academic Professional Advisory Council](#), [UIC Staff Advisory Council](#), or [Office of Faculty Affairs](#).

The word "Career" is written in a large, light blue, sans-serif font across the top of the page. It is partially overlaid by a photograph of a tall, modern building with a white facade and many windows, set against a blue sky with some clouds. The building is viewed from a low angle, looking up.

Career

Continued support positions new employees to explore professional opportunities, perform meaningful work, and contribute to the accomplishments of the University. This is the process to retain talent needed to move UIC forward.