

Individual Employee Mentoring Survey

Name: _____

Title: _____

Directions: The following is a list of proposed activities a mentor could possibly perform within an organization. Please read each activity and indicate if you would be willing or not willing to provide the activity or support to a new worker by circling the appropriate response.

1. Ensures the worker knows when and where the orientation is held.	willing	not willing
2. Takes the new employee on a tour of the workplace; shows location of common areas.	willing	not willing
3. Introduces the new worker to other personnel.	willing	not willing
4. Ensures/instructs the worker on procedures for documenting time at work.	willing	not willing
5. Provides information on traditions and values of the workplace.	willing	not willing
6. Ensures the worker is aware of company dress policy, and if indicated, provides guidance on purchasing and maintenance of uniform.	willing	not willing
7. Ensures/directs the worker to the orientation on the appropriate day.	willing	not willing
8. Ensures/assists the worker with completion and return of paperwork.	willing	not willing
9. Ensures/instructs new employee on how to get to common areas.	willing	not willing
10. Ensures/instructs the worker on what to do when he/she is unable to report to work.	willing	not willing
11. Discusses company policies and provides additional skills training on subject matter as indicated.	willing	not willing
12. Discusses company policies as related to work behaviors.	willing	not willing
13. Ensures worker is aware of procedures for taking time off.	willing	not willing
14. Ensures worker is aware of schedule.	willing	not willing
15. Introduces worker to other workers.	willing	not willing
16. Ensures/instructs the new employee on the names of co-workers and other essential personnel (i.e., manager, CEO, etc.).	willing	not willing
17. Encourages the employee to ask fellow employees for advice/recommendations on work related tasks and/or models how to ask fellow employees questions.	willing	not willing
18. Takes breaks and/or eats lunch with the worker and encourages communications with other workers.	willing	not willing
19. Encourages the worker to introduce self to new co-workers.	willing	not willing
20. Gets the worker involved in company sponsored events.	willing	not willing

21. Participates with the worker in company sponsored events.	willing	not willing
22. Ensures or provides direct instruction to the worker on how to do the job.	willing	not willing
23. Arranges for additional training/supports through communication with appropriate outside agencies.	willing	not willing
24. Provides or arranges for someone to prompt the worker to start or switch tasks.	willing	not willing
25. Provides input into the design of accommodations, modifying job duties, or rearranging a work routine.	willing	not willing
26. Arranges for the worker to have additional training time to learn how to do the job.	willing	not willing
27. Modifies production standards for the new worker.	willing	not willing
28. Allows the worker extra time to complete job tasks.	willing	not willing
29. Provides candid feedback on how the worker is being perceived by others.	willing	not willing
30. Serves as a confidential sounding board for dealing with work related problems.	willing	not willing
31. Responds to questions and provides ideas for addressing issues.	willing	not willing
32. Provides encouragement.	willing	not willing
33. Coaches worker on how to ask for assistance with work related issues.	willing	not willing
34. Provides information/advice on career advancement opportunities.	willing	not willing
35. Recommends participation in opportunities to learn how to do something different at work.	willing	not willing
36. Assists with writing short and long term career goals.	willing	not willing
37. Arranges visits to other areas of the organization to broaden their perspective on the organization.	willing	not willing
38. Attends company meeting with the worker.	willing	not willing
39. Provides debriefing after the meeting.	willing	not willing
40. Assists with benefit changes (i.e., health plans, pensions).	willing	not willing

Directions: Please circle “yes or no” or answer the following questions.

1. Are you familiar with mentoring programs? **Yes No**

2. If yes, who was it for: _____

3. Would you volunteer to serve as a mentor program within your department? **Yes No**