

1. What contributed to your successful onboarding?

PRE ARRIVAL

- Stay in contact between time of hire and actual start date
- Welcome letter
- I knew where to show up my first day
- Accounts and computers set up ready to go
- Authorizations/accesses in place to begin doing job duties

SUPERVISOR

- My boss met one on one with me weekly (this continues)
- Supervisor's open availability to answer all of my questions
- Supervisor cleared her calendar to spend time with me on my first two days
- Regular check-ins, informal
- Supervisor setting up expectations clearly
- 1 month follow up
- Review of PD and discussion of what the future might look like (expectations on performance)
- Interest in what I wanted to work on (culture changes)
- Kept busy
- Work assignments during first week
- Surveys (informal)

CULTURE

- Welcoming and respectful environment
- People taking extra step to just be friendly
- Coworkers remaining calm when I feel overwhelmed
- Our "HR-ish" lab manager – culture
- Meetings to discuss organizational values (work/life balance and mission)
- Discuss culture questions
- Flexible and understanding (schedule, health)

NETWORKING/MENTORING

- Introductions right away
- Supervisor set me up with committees that helped me learn
- Executive from DoIT reached out to me and met with me
- Peer mentoring from outside your area
- Set up meetings with key people I would be working closely with
- Individual support from a peer and executive
- Networking

i. Training modules done by variety of staff

- Orientation to meet employees outside of immediate group
- Included in activities
- Supervisor made a point of introducing me to a couple of people each day
- People's willingness to meet and share
- Peer leadership
- Social cast
- Having, knowing "go to" person
- Shared an office with my mentor for the first six months
- Colleague available to help me
- Resourceful co-workers
- List of people/contacts you will need
- 2 weeks of scheduled meetings with colleagues to understand them
- Academic staff mentoring program
- External customers very helpful with understanding campus culture

RESOURCES

- Onboarding Checklist
- Specific resources relating to your job
- Documentation of workflows/processes
- Documental procedure
- Resources for questions
- Training guideline with working items
- Organization Intranet (DoITNet)
- HR was very helpful in navigating the system
- Information on principles, employee satisfaction surveys, social activities
- DoIT New employee orientation with manager intros
- Campus orientation
- Structure
 - i. JIRA projects for onboarding

2. What makes a mentor relationship successful?

FEEDBACK

- Ability to give objective advice. Give perspective
- Open, honest, direct feedback
- Open communication

AVAILABILITY

- Being available even if very busy
- Focus on new employee
- Time investment
- Frequent communication/meetings
- Commitment to being a mentor/mentee
- Accessibility

SELECTION

- Ability to identify common ground
- Right match (connection, fit, rapport)
- Mentor has to have different skills/resources/coaching
- Outside of immediate group
- Shared abilities
- Organic development
- Not forced
- Getting to know each other on a personal level

TRAITS

- Trust
- Confidence to share true experience with work situations
- Knowledgeable
- Caring
- Fun
- Calm presence
- Humor
- Non-judgmental
- Positive
- Integrity
- Unbiased mindset
- Understanding of mistakes
- Vulnerability

BASELINE

- Clear expectations
- Understand needs
- Having a supervisor who supports your mentoring

GROWTH

- Desire to grow mentee
- Someone who has an interest in seeing you succeed
- Guidance/direction
- Goal setting
- Encouragement
- Challenges the mentor
- Plays devil's advocate
- Encouraging the mentee to think through things
- Helps you think about things differently
- Helps you learn from experience