



GUIDEBOOK

RUTGERS
School of Arts and Sciences

**Welcome to the journey of being a Mentor!
You are so appreciated and will make an important
difference in your colleague's professional career.**



What is the SAS Staff Mentoring Program?

The SAS Staff Mentoring Program gives staff the opportunity to connect and learn from one another. Mentees receive access to expertise, support, and guidance, as well as the opportunity to expand their professional network.

The SAS Staff Mentoring Program has two elements. The first is a **One-on-One Program** geared towards new employees or employees new to their position within SAS. This program pairs employees in a mentoring relationship to foster professional development and career growth while building an inclusive culture and diverse networks. The second element coming in phase two is the **Mentoring Ring Program** which will be events and programs open to all staff regardless of where they are in their career at SAS. This form of group mentoring provides participants with a broader group of peers and mentors to connect with and learn from. Each mentoring ring includes approximately five mentees and two mentors.

Program Description

*** One-on-One Program**

Length of the Program

The recommended time frame of each mentoring partnership is **twelve months**. However, continuation of the mentoring relationship will be up to the discretion of the mentoring pair.

Suggested Expectations, Goals, and Outcomes

- The mentoring pair will determine the structure, goals, and outcomes for the mentoring cycle. However, some goals may include: increasing organizational/career knowledge; enhance professional skills; and/or establish networking opportunities.
- Activities should be planned during the normal workday, so please work with your manager regarding scheduling needs in your department.
- Schedule monthly check-in meetings

How to Get Started

- To get started you must first complete an interest form. Please visit our website to access the form.

*** Mentoring Ring Program**

This form of group mentoring provides participants with a broader group of peers and mentors to connect with and learn from. Each mentoring ring includes approximately five mentees and two mentors. More info coming very soon!

FAQ

What is Mentorship?





Mentoring is a strong and valuable tool for developing an employee. It occurs in a professional relationship that is voluntary and fostered by both persons.

Mentors provide higher amount of several types of career development functions including coaching, providing challenging assignments, or increasing the protégé's exposure and visibility.










Would I be a good Mentor?

An effective mentor can professionally guide the mentee while maintaining a friendly and supportive relationship. A mentor should always have the mentee's best interests in mind and tailor their mentorship style to meet the needs of the mentee.

Potential mentors should possess the following characteristics:

-  Leadership qualities
-  People oriented behavior
-  Knowledge of SAS's mission and values
-  Commitment to developing staff and assisting others to be successful

Why should I be a Mentor?

-  Become a better leader
-  Learn more about the University
-  Shape the leaders of tomorrow
-  Gain new perspectives and fresh ideas
-  Change someone's world
-  Exercise emotional intelligence
-  Strengthen the lessons you've already learned
-  Improve productivity
-  Feel good about yourself

When can I start in the program?

You can apply any time on a rolling basis. Once a mentee is identified in line with your objectives, you will be contacted to begin the program.

Being a Mentor

Mentors should provide a support network for a new employee. They should encourage participation in college meetings and activities, pass on information about the University and experiences the mentor has encountered, help the mentee navigate office politics, and encourage professional development. A Mentor Checklist is provided to mentors to assist them with the mentoring process.

It is vitally important that the relationship between a mentor and mentee be based on four key factors:

- ✚ Trust
- ✚ Respect
- ✚ Commitment
- ✚ Confidentiality

Individuals who are mentors should possess the following characteristics:

- ✚ Leadership qualities
- ✚ People oriented behavior
- ✚ Successful in their job performance
- ✚ Knowledge of the college's mission, values, vision, and strategic priorities
- ✚ Commitment to developing staff
- ✚ Willingness to share personal experiences
- ✚ Willingness to assist others to be successful



Suggested Mentoring Activities

To help provide a support network for a new employee, the mentor may want to engage in some of the following activities:

- ✚ Meet for breakfast or lunch
- ✚ Tour the campus
- ✚ Visit various departments on campus
- ✚ Invite the mentee to meetings that they can benefit from (if appropriate)
- ✚ Suggest University email lists to opt into for information
- ✚ Introduce employee to other faculty and staff
- ✚ Explain college procedures
- ✚ Discuss emergency preparedness procedures
- ✚ Discuss various employee events and accompany the new staff member to them
- ✚ Review the college's mission, vision, values, and strategic priorities
- ✚ Discuss the mentoring program and what the responsibilities and expectations are
- ✚ Discuss each other's background and professional development/career goals



The First Meeting – The Mentor Checklist

To get the most out of your mentoring relationship - and move past possible pitfalls - we recommend running through this checklist before, during and after that first meeting with your mentee.

Before the first meeting:

- Within a week of receiving your mentees info, send a quick email introducing yourself and propose a time for your first meeting.
- Ask your mentee for a short bio to introduce themselves.
- Consider your own experience and strengths, and what you'll bring to the relationship.
- Consider what you want to get out of the mentoring relationship - this is a two-way street.

At the first meeting:

- It can seem dry and impersonal, but start off by setting the parameters of your relationship - how often should you connect (we recommend meeting monthly) and how will you communicate? (In person, zoom, teams?) Getting the housekeeping out of the way first can be a great ice-breaker.
- Introduce yourself to your mentee - thank them for their bio, and give a brief overview of your career highlights and relevant experience.
- Why are you here? Let your mentee know why you're offering your time back as part of this relationship, and how mentors have helped you along the way.
- Make sure you come away with a clear idea of what your mentee is looking for in this relationship, so you can start planning how you can best assist and guide them in achieving their goals.

After the first meeting:

- Consider what you discussed, keep notes of what was discussed so you can revisit them before your next meeting.
- Schedule the next check-in (it's helpful to make a reoccurring monthly meeting), share any articles you've been enjoying in between meetings, and start looking for opportunities to help your mentee grow.

Confidentiality Checklist

Confidentiality is a very important aspect of a mentoring relationship. Both the mentor and mentee should use the checklist to define how confidentiality will be defined in the mentoring relationship.

Which of the following assumptions about confidentiality do you hold?

What we discuss stays between us for as long as we are engaged in our mentoring relationship.

Yes No

If asked by your supervisor, I can freely discuss our conversation.

Yes No

After our initial 1-year mentoring relationship has ended, it is okay to talk about what we discussed or how we related.

Yes No

If there is a demonstrated need to know, I can appropriately disclose our conversations, my impressions, or anything else that pertains to the relationship.

Yes No

What we say between us stays unless you give me permission to talk about it with others.

Yes No

Some issues will be kept confidential, while others will not.

Yes No

It is okay to discuss how we related to one another but not the content of our discussions.

Yes No

It is okay to talk about what we talk about as long as it is positive.

Yes No

Meet the Mentoring Program Committee

John Anciano is a graduate of Rutgers University and spent plenty of time as a student being shuttled around by the campus buses. His 1st tour as an employee at his alma mater was from 2002-2007 as a Grant Accountant with the Division of Grant and Contract Accounting (now RFS) and then running the Business Office at the National Transit Institute within the Bloustein School. After leaving for private industry for a couple years, John's return to Banks of the Old Raritan came in 2009 when he was hired by the Division of Life Sciences, where he is currently the Associate Director of Business Affairs. With 20+ years of his life dedicated to the university, John is a familiar with the area and fan of all things Rutgers, so feel free to reach out to pick his brain about things to do and places to eat around the five New Brunswick campuses, as well as the various Scarlet Knights athletic teams.

Tiffany Berg is an alumna of Rutgers University and is currently the Director of Administration for the Humanities. She started her Rutgers career 10 years ago in the History Department. You can often find Tiffany at Stuff Yer Face sharing a plate of Potatoes with her friends and fellow co-workers. Make sure to reach out to her if you ever want to meet up for some Potatoes on Easton Ave!

Geralyn Colvil is the department administrator in Art History and has been at Rutgers for over 20 years. She earned her degrees while working at Rutgers and is always happy to discuss the pros and cons of the non-traditional student. Geralyn's office is in Voorhees Hall and is often filled with children's toys and candy. The best antidote to bureaucracy is a Slinky.

Jeff Freedman joined Rutgers in January 2019, after 32 years in the corporate world, as the Associate Director of IT, Application and Web Development. Jeff's teams are responsible for building and maintaining all of the custom software and web sites for SAS. Jeff is a total science and technology geek and in his free time loves reading, playing acoustic guitar, and spending time with family – especially with his 2 (soon to be 3) grandchildren.

Jenny Gehrman is the senior department administrator for both the Department of Jewish Studies and the Allen and Joan Bildner Center for the Study of Jewish Life. Jenny started at Rutgers in 2008 as an assistant catering manager with Rutgers Catering, then moved to SAS in 2017 serving as department administrator supervisor for the Department of Kinesiology and Health. In 2018 Jenny joined Jewish Studies and the Bildner Center. If you ever need to hook up a coffee maker in any building on campus, let Jenny know. She knows all the best outlets.

Charlene Glascock is a two-degree alum of Rutgers and as an old-timer, has enjoyed working at the university for a few decades. She is currently the Executive Director of Administration for the Division of Mathematical & Physical Sciences. Prior Rutgers' gigs included working in Chemistry, Marine Science, the Dean's Business Office, and the Cook Office of Continuing Professional Education back in the day. Having experienced Rutgers as both a student and an employee, she's collected lots of tidbits and is happy to share stories with others.

Ashley Pavlis is currently the Senior Department Administrator for the Department of Economics. She began her career at Rutgers University in 2015 as a PPL Secretary and then as an Accounting Assistant in the Department of Earth and Planetary Sciences. In 2019, Ashley joined the Economics Department as the Senior Program Coordinator Supervisor and in 2021 was promoted to the Senior Department Administrator Supervisor. Ashley has zero sense of direction so, if you ever need help navigating the Rutgers New Brunswick Campus, it may be best NOT to ask her. She will, however, provide you with a map!