Tool #9: Assessing Available Resources for New Hire Mentorship Program

> **Goal:** This exercise will help HR leaders assess if their institution has sufficient time and resources to implement a new hire mentorship program. We recommend that institutions implement mentorship programs (rather than new hire buddy programs) only when the resources necessary to support a mentorship program's more structured schedule and longer duration are available. If sufficient resources are not available for a mentorship program, please see Tool #10: Steps for Implementing a Buddy Program on page 26 for guidance on building a new hire buddy program.
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> **Time Required:** 10 minutes.
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> **Related Tools:** Tool #10: Steps for Implementing a Buddy Program (page 26) and Tool #12: New Hire Mentor Role Description (page 29).

Part 1	Institutional prerequisites for mentorship program	Yes	No
1.	Can significant HR staff time—approximately 0.2 FTE—be dedicated to owning and overseeing a mentorship program? Primary responsibilities include: • Leading initial mentor training session (approximately two hours, six times per year). • Conducting ongoing coaching of mentors (approximately 2.5 mentors per department). • Facilitating quarterly best-practice meetings (approximately one hour in length). • Monitoring program efficacy (ongoing review of mentor spending, new hire surveys, and qualitative feedback on mentor performance).	☐	☐
2.	Are there enough new hires in the units/departments that would participate in the program that each mentor could be assigned to more than one new hire?	☐	☐

STOP: Proceed to the next section only if answering "yes" to both questions above. If you answered "no" to either question, your institution is currently not well positioned to support a mentor program and we recommend adopting a buddy program instead. (For more information on building a buddy program, see Tool #10: Steps for Implementing a Buddy Program on page 26.)

Part 2	Additional considerations for mentorship program	Yes	No
3.	Is there a sufficient pool of highly motivated, tenured employees (emerging leaders) who can serve as mentors? (You'll need at least two to three per department.)	☐	☐
4.	Is staff scheduling sufficiently flexible to accommodate one-hour monthly mentor meetings with all new hires within each department?	☐	☐
5.	Are minimal financial resources available ($600 to $800 per department per year) to fund mentor project time and retention activities (approximately three hours per month)?	☐	☐

If you answered "yes" to two or more questions in this section, consider implementing a mentorship program. (See page 29 for a new hire mentor role description.) If you answered "no" to two or more questions, we recommend adopting a buddy program instead. (For more information on building a buddy program, see Tool #10: Steps for Implementing a Buddy Program on page 26.)

Source: HR Advancement Center interviews and analysis.