

## Departmental/Divisional 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 it would be feasible or not feasible for a mentor to provide the activity/support, etc. to a new worker within your division by circling the appropriate response.

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

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

**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 support the development of a mentoring program within your department? **Yes No**
4. How much time could be allotted for the mentor to meet with the new employee on a daily and/or weekly basis?