

JCU's Campus Colleague Program

The Campus Colleague Program Description

The Campus Colleague Program matches an existing employee who has at least one year of service at John Carroll University, with a new employee for a period of 3 months.

The goal of the program is two-fold:

- To welcome new employees and provide them with a point of contact for general inquiries regarding day-to-day aspects of working at the University.
- To help new employees acclimate to the culture at John Carroll University and reduce any uncertainty that comes along with a new job.

Why are we implementing the Campus Colleague Program?

Assigning a colleague to a new employee provides them with a valuable resource, aids in early engagement, and helps affirm their decision to join the University.

Campus Colleague Requirements

- Meet the new employee on their first day
- Confirm that the new employee has your correct contact information
- Take the new employee to lunch the first week (\$5 Friday if possible)
- Follow up with the new employee on a weekly basis. This can include meeting for lunch, brief chats, accompanying them to a meeting, etc.
- Attend the coffee segment of the New-Hire Orientation (this may occasionally be outside the 3 month period)

Campus Colleague Guidelines

- Your contact information will be provided to the new employee prior to his/her first day
- Help the new employee integrate with the University in regards to culture, norms, and expectations.
- Make introductions and help establish networks
- Establish rapport and provide open, positive communication, respecting confidentiality
- You may provide continued support beyond the initial 3 months if desired by both you and the employee.

A Campus Colleague is NOT intended to be a mentor or a manager. A formal mentor is typically someone who is more involved with the overall development of an individual personally and professionally. A manager is responsible for the employee's job performance and development and has the ability to resolve work-related issues.

Who Benefits from the Campus Colleague Program?

- **The New Employee** – knowledge, support, networking, smoother acclimation
- **The Campus Colleague** – engagement, leadership, networking
- **The University** – employee retention, engagement, communication