

# Employer Toolkit



## BEST PRACTICES FOR CONNECTING NEW HIRES WITH MENTORS TO SUPPORT ENGAGEMENT AND GROWTH

### Overview

A structured mentorship program helps new hires feel supported, valued, and connected from the start. It also allows experienced team members to share institutional knowledge while learning new perspectives from younger colleagues. This framework provides a simple blueprint for creating mentorship relationships that strengthen engagement and long-term retention.

### 1. Build the Foundation

Before pairing mentors and mentees, clarify why your program exists.

- Support onboarding and professional development
- Strengthen cross-department relationships
- Build leadership and communication skills
- Retain talent by fostering connection

### 2. Choose and Prepare Mentors

Select mentors based on communication and empathy—not just tenure.

- Provide a short orientation on coaching skills
- Encourage mentors to listen first, advise second
- Reinforce confidentiality and trust-building

### 3. Match with Intention

Pair mentors and mentees based on goals or shared interests.

- Consider cross-generational pairings to build empathy and innovation
- Use short “get-to-know-you” forms to guide matches
- Review pairings every 6 months to ensure ongoing alignment

### 4. Keep It Simple

Structure helps mentorship thrive without heavy management.

Suggested cadence:

- Week 1: Welcome & introductions
- Month 1: Check-in on onboarding experience
- Month 2: Job shadow or collaborative project
- Month 3: Reflection & next-step planning
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### 5. Reflect and Recognize

- Encourage both mentor and mentee to share one takeaway from each meeting
- Celebrate mentorship success stories publicly (internal emails, staff meetings)
- Recognize mentors as key culture builders

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### Local & Regional Resources

These organizations offer mentorship, career development, or leadership training opportunities that can supplement your internal efforts:

#### For Employees and Job Seekers

- CareerSource Southwest Florida: Workforce training and career advancement support.
- United at Work (United Way of Charlotte County): “Workplace Thrive Academy” offers coaching for business leaders on employee well-being and resilience.

### Community and Business Programs

- Leadership Charlotte (Charlotte County Chamber of Commerce): Signature civic leadership program connecting emerging and established leaders.
- SHRM Charlotte County: Networking, mentorship, and workforce development for HR and management professionals.
- SCORE Port Charlotte: Free business coaching and mentorship for entrepreneurs.
- Florida SBDC at FGCU: No-cost advising and technical support for small businesses.
- Goodwill MicroEnterprise Institute: Entrepreneurial training with dedicated mentors for business planning and growth.

### State of Florida Initiative

- Florida Mentoring Partnership: Encourages state employees to mentor students in local school districts, offering administrative leave for participation.

### Getting Started

- Identify 3–5 potential mentors in your organization.
- Draft a 3-month pilot mentorship schedule.
- Pair one new hire with a mentor and track check-ins.
- Request feedback from both after 90 days.
- Adjust and scale your program based on what works best.

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