

**NEW EMPLOYEE
MENTOR PROGRAM PARTICIPATION FORM**

The Service Excellence Committee of Allegheny College has coordinated a mentor program to assist new employees in making the transition into the Allegheny community. New employees interested in this program will be assigned a mentor from a voluntary pool of experienced employees. Your mentor will be a colleague outside of your campus department and building, with the same employee status as you (exempt/non-exempt). Your mentor's main responsibility is to introduce you to Allegheny by answering questions you may have about the college and introducing you to other employees, especially those that you talk to often, but have not had the opportunity to meet. If you are interested in participating in the program, please complete the information below and return the form in the inter-office mail.

- ☐ Yes, I am interested in participating in the Mentor Program
- ☐ No, I am not interested in participating in the Mentor Program

Name _____

Department _____

Title _____

Employee Status

- ☐ Exempt
- ☐ Non-Exempt

Gender

- ☐ Male
- ☐ Female

Please list your interests and hobbies:

Please return form to Human Resources, Box 4.