Clearview Mentorship Program
The 5 W’s
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Clearview Background

- Skilled Nursing Home
  - Short Term Care
  - Long Term Care
  - Gender specific Dementia households
- Clearview Brain Injury Center
- Clearview Behavioral Health
- Individuals with Intellectual Disabilities
- Clearview Assisted Living
  - Northview Heights - CBRF
  - Two Adult Family Homes
What the process is

- Newly hired employees complete a formal, standardized onboarding process (facilitated by Human Resources)
- Onboarding is completed within four days after hire, beginning on the employees first day
- Employees eligible for Mentoring begin immediately after onboarding completed
What the process is?

- The new hire provides their availability to the Scheduling Department.
- The Scheduling Department assigns the designated mentor based on the Mentor's availability compared to the Mentee.
- The Mentor and Mentee are assigned two days together.
  - Previously this was five days, but was changed to two days after feedback from our Mentors.
  - ALWAYS LISTEN TO YOUR MENTORS! 😊
The mentoring takes place on the Mentor’s assigned shift

- We are fortunate to have Mentors that are willing to stay into a PM shift, for example, if the Mentee is taking a PM shift with our organization

The Mentor will:

- Take the Mentee to all areas of the building for a tour
- Introduce to Administration team members, Supervisors, and Coworkers in and out of their department
- The Mentor also makes a point to spend time on the Mentee’s newly assigned household, to ensure they are familiar with where to go when they begin training
When to follow up?

- First day Checklist
- 5-10 day Checklist – Completed by Mentor and Mentee
- 30 day Checklist – Completed by Mentor and Mentee
- 90 Day Checklist – Completed by Mentor and Mentee
- Used as a tool to gauge new hire satisfaction with Mentor as well as progress of Mentee
- These are in supplementation to two month, fourth month, and six month probationary period evaluations completed by direct supervisors
Who can be a Mentor?

- Sincerity
- Role
- Productive
- Responsible
- Hard-working
- Respectful
- Intelligent
- Helpful
- Honest
- Trustworthy
- Dependable
- Listener
- Understanding
- Engaging
- Collaborative
- Thoughtful
- Caring
- Anyone
- Genuine giving
- Positive
- Model
- Motivational
- Inspiring
Who can be a Mentor

How do we find mentors within our organization?

- By recommendation:
  - May come from supervisor, coworker, mentor, or Administration
  - Employee is sent positive letter explaining they were referred as a potential candidate
  - Up to employee to pursue if interested

- By posting opportunities
  - Similar to posting for a new, internal job
  - Letters of interest accepted
  - Reviewed by Human Resources, ADON, and employee Direct Supervisor
Why we Mentor

- Increased new hire staff satisfaction
- Opportunity to engage current staff
- Strengthen team relationships
- Increase overall retention
Questions?