

Carleton Community Resource Program

The Carleton Community Resource Program (CCRP) is a service designed to help you connect with community members outside of your department. Community Resource members are staff who have volunteered to help new employees meet a wide variety of colleagues and to become familiar with the many facets of the Carleton environment. This program will provide the participants with the opportunity to form professional relationships and alliances with other Carleton employees. Hopefully, the experience will enhance your ability to work effectively with staff in other areas of the College.

Frequently asked questions:

- **What exactly does a community resource member do for me?**
A community resource member is a fellow staff member at Carleton College that can help connect you to other people and departments at Carleton College, specifically, and to Northfield in general.
- **Why would I want or need a community resource member?**
In a nationwide study, 66% of those that participated in exit interviews reported that they felt disconnected to their workplace (Schwiebert, 2000). Your community resource member will be a key figure in getting you acclimated at Carleton.
- **Isn't my supervisor responsible for getting me acclimated?**
Yes. However, unlike your supervisor, your community resource member will *not* be responsible for providing departmental information. Instead, your community resource member will provide a less specific, more far-reaching scope of information regarding Carleton. Your community resource member will be someone from outside your department; someone that you will *not* be working directly with during your first year on campus.
- **How much time is expected of me?**
You can meet as little as once per month, or as often as needed. The community resource program lasts from six months to up to one full year, or three consecutive terms. You can terminate the service anytime.
- **What are my community resource member's responsibilities, and what are mine?**
Your community resource member is responsible for contacting you and "checking in" periodically and you are responsible for responding to outreaches as they are made to you. It is expected that you will make time to meet at least once per month, but spending more time together is encouraged if your schedules permit. Please understand that *you* will determine the nature, breadth, and scope of the relationship. Your community resource member is there only if needed but will offer suggestions as to how he or she may be of assistance to you.
- **What can I expect from my community resource member?**
You can expect your community resource member to provide private communication, support and feedback regarding professional matters, and can assist as a referral source for work-related or personal issues. You can also expect your community resource member to give you the opportunity to network with other Carleton employees. You can expect to hear from your resource member within the first few weeks of your employment.

Please indicate your preference (✓) with respect to the Carleton Community Resource Program and return to Human Resources, Strong House. Thank you.

Yes, I would like to participate in the Carleton Community Resource Program.

No, I do not want to be included in the Carleton Community Resource Program.

Please return to Human Resources, Strong House. Thank you.

Name _____ E-mail _____

Title _____ Ext _____ Date _____