

Carleton Community Resource Program Guidelines

****These are only guidelines and the programs should be tailored to an individual's needs.**

- HR will contact a Community Resource member from our list of available members and give them the new employee's name, phone extension, email address and start date.
- Program typically lasts for one year (may continue informally)
- Member will contact new employee within the first two weeks of employment and schedule to meet for lunch for their first meeting to get to know each other (lunch is dutch).
- Member and new employee meet at least once a month or as appropriate.
- Member will offer suggestions on how he or she may assist the new employee.
- Member may provide private communication, support and feedback regarding professional manners.
- Member will act as a referral source for work-related issues.
- Member is not responsible for providing departmental information but instead information about Carleton, other employees, other departments at Carleton and Northfield in general.
- Member will provide information on opportunities for new employee to network with other employees. (social events, qtrly meetings, convo, etc.)