WKU STAFF SENATE

Staff Senate Hilltoppers Connect
Mentoring Program Best Practices

How the Mentoring Program Supports the Staff Senate Mission

The Staff Senate Mentoring Program supports the Staff Senate's commitment to enhancing the productivity and employment experience of WKU staff members.

By connecting newly hired employees with experienced staff members across the University, the program creates opportunities to:

- Help new employees feel welcomed and connected to the WKU community.
- Share knowledge, resources, and experiences that can help employees navigate the University.
- Build relationships beyond an employee's immediate department.
- Connect new employees with staff resources and opportunities.
- Encourage a sense of belonging and engagement within the University community.

Best Practices for Staff Senate Mentors

1. Make a Connection

Get to know the new employee and learn about their role and experience at WKU. A simple conversation, coffee, lunch, or check-in can help establish a connection.

2. Be a Resource

Share what you know about WKU, campus resources, and opportunities. You do not need to have all the answers. When you do not know, help them find the right person or resource.

3. Build Connections

Help the new employee connect with people and areas of campus outside of their immediate department when appropriate. Share events, activities, or opportunities that may be of interest.

4. Share Your Experience

Share helpful information, tips, and things you wish you had known when you first started at WKU.

5. Keep It Simple

There is no required meeting schedule or formal agenda. The goal is to provide a welcoming connection and be available as a resource as the new employee becomes familiar with WKU.

Follow Up and Remember the Purpose

A simple check-in after the initial introduction can help maintain the connection. There is no required frequency or length of contact. Use what feels appropriate for the relationship.

The goal is not to have all the answers. It is to help a new employee feel welcome, make connections, find resources, and become familiar with the WKU community.

Connect. Share. Encourage. Be a Resource.