

## **Manger Mentor Instructions**

Meeting schedule:

Day 1 (give tour)

Day 3 (give gift)

Day 7

Day 14

Day 30 (give tee shirt)

Day 60

Meet with your new hire on orientation day and give the employee a tour of the facility and go over Day 1 questions.

Each following meeting go over the questions with them and write their answers on the paper. Give the answers to Sheila or Amie.

Day 3, give them a little gift. Sheila has some in her office you can use, they are little bags of goodies, or you can get your own gift.

Day 30 give them their Winning Wheels tee shirt.

Manager:

Employee:

Date:

### **Management Mentors (Day 1)**

1. What aspects of the job are you excited about?
2. Which aspects are you worried about?
3. What questions do you have?
4. What do you enjoy doing when you are not working?
5. What are some items on your bucket list?

Manager:

Employee:

Date:

### **Management Mentors (day 3)**

- 1) How do you feel your training is going? Or how has your training been going?
  
- 2) Do you feel the person training you has given you enough training or explaining things to you?
  
- 3) Is there any area that you feel you need more training in?
  
- 4) Who has been the most and least helpful?
  
- 5) What has your favorite thing about working here since starting?
  
- 6) What's your least favorite things about working here so far?
  
- 7) Anything you need from me?

Manager:

Employee:

Date:

### **Management Mentors (day 7)**

- 1) How do you feel your training is going? Or how has your training been going?
  
- 2) Do you feel the person training you has given you enough training or explaining things to you?
  
- 3) Is there any area that you feel you need more training in?
  
- 4) Who has been the most and least helpful?
  
- 5) What has your favorite thing about working here since starting?
  
- 6) What's your least favorite things about working here so far?
  
- 7) Anything you need from me?

Manager:

Employee:

Date:

### **Management Mentors (Day 14)**

- 1) How do you feel your training is going? Or how has your training been going?
  
- 2) Do you feel the person training you has given you enough training or explaining things to you?
  
- 3) Is there any area that you feel you need more training in?
  
- 4) Who has been the most and least helpful?
  
- 5) What has your favorite thing (besides just the residents) about working here since starting?
  
- 6) What's your least favorite things about working here so far?
  
- 7) Anything you need from me?

Manager:

Employee:

Date:

### **Management Mentors (Day 30)**

- 1) How do you feel your training is going? Or how has your training been going?
  
- 2) Is there any area that you feel you need/want more training in?
  
- 3) Do your current responsibilities match what you were expecting?
  
- 4) Who has been the most and least helpful?
  
- 5) Did we meet your expectations for the first month?
  
- 6) Do you/did you have access to everything you need/needed for your job?

7) What is your favorite thing (besides just the residents) about working here since starting?

8) What's your least favorite things about working here so far?

9) Anything you need from me?

Manager:

Employee:

Date:

### **Management Mentors (day 60)**

- 1) Is there any area that you feel you need more training in?
  
- 2) Who has been the most and least helpful?
  
- 3) What has your favorite thing (besides just the residents) about working here since starting?
  
- 4) What's your least favorite things about working here so far?
  
- 5) What improvements can we make to how we operate?
  
- 6) Do you feel your ideas are being heard?
  
- 7) Do you feel like you fit in with the team?



8) Anything you need from me?