

Mentor System-Based On-the-Job Training

New staff member:

Mentor:

What is the mentor system?

Mentors are individuals who help new staff members familiarise themselves with their new workplace and company. It is their primary responsibility to help new employees to interact with their new colleagues and to feel welcome. Everyone who starts at a new place of work has to depend on someone who helps him or her with the introduction to the new work routines and to the team.

The mentor is directly assigned to the newcomer and assists him or her with any questions they might have. Mentors have been company insiders for quite some time and have the same or similar tasks as the new staff member. They have the required professional and social knowledge and can pass both on to the new employee.

The characteristics of a helpful mentor are:

- Willingness to take on responsibility
- Solid professional knowledge
- Social competency and willingness to provide assistance
- Ability to communicate information in an easy-to-understand manner
- Same work environment as the new employee

Your assignment as a mentor comprises of:

- The fostering of the social integration of the new staff member into the team
- Showing the new employee the premises of the company
- Accompanying him/her to lunch
- Introducing him/her to co-workers
- Explaining the organisational facts in the company
- Demonstrating how devices are operated and how material orders are handled
- Tracking the on-the-job training plan in cooperation with the supervisor
- Handling the professional on-the-job training in specific areas
- Being available as a constant contact

In a nutshell:

The mentor is a set contact who helps the new staff member to get all the information he/she needs and to feel at home at his/her new place of work!