

# CFG Health Network



Mentoring  
Program





Dear Managers,

We would like to introduce you to our new *CFG Mentorship Program*. Our committee has worked diligently in hopes of making this program a success. CFG acknowledges that we are only as good as our employees and feel strongly about investing in our employees to make sure they have all the necessary tools and resources to be successful.

We would like every manager to make the time to introduce this program to your employees, perhaps during a staff meeting, and post it where it would be visible for all to see. We have included the Mentorship Packet that outlines who can be a mentor and how to apply to be a mentor. Remember this is a volunteer position so please make sure you show your appreciation to all mentors.

CFG will have a corporate wide kick off for all individuals who have applied to be a mentor. All mentors will be acknowledged at the employee appreciation luncheon each year.

Thank you again for your support in making CFG's new mentorship program a success.

If you have any questions please feel free to reach out to Jeanine Miles [jmiles@cfGPC.com](mailto:jmiles@cfGPC.com)/ 856.797.4805.

Thank you,

A handwritten signature in blue ink, appearing to read "Les Paschall".

Les Paschall, CEO

## Mentor Program Guidelines

*CFG feels strongly about investing in our employees and to make sure they have all the necessary tools and resources to be successful. We have put great effort into designing a mentoring program.*

### **Mentor's Role:**

A mentor is a volunteer position that should be thought of as a privilege within CFG. The role of a mentor is to provide a safe environment for communication between an employee who is firmly planted in the CFG culture. The mentor should look for ways to improve communication, problem solve, act as a role model and support the new employee. Even though this is considered a volunteer position, there should be a perk included (i.e. gift card/lunch or PTO as a thank you at the conclusion of the year mentorship provided by CFG at the managers discretion). All new employees will be offered a mentor during their first week of employment.

### **Qualifications of a Mentor:**

The Mentor must be employed with CFG for a minimum period of time, depending upon the position. For example, nonclinical positions or positions with high turnover may only require 1 year of service. Other positions, 2 years may be more appropriate. In good standing, no current disciplinary action or within the past 6 months & expressed interest in the Mentorship Program

### **Process to become a Mentor:**

- Complete an application
- Discuss with your manager
- Complete the Humanmetrics Jung Personality Test
- Attend Welcome Event outlining the mentor's role.
- Match with Mentee
- Evaluate the experience (evaluation suggested at 90, 180 and 365 days)

### **Welcome/Instructions for the Mentor:**

- CFG will sponsor a kick off annually for all mentors (TBD)
- Define and describe the Mentorship Program. Discuss why it is important to CFG and how it impacts performance and culture.
- Meet with Mentor at orientation either in person or via teleconference. Via teleconference is possible as long as the numbers at orientation are not excessive.
- Icebreaker/Get to Know You activity
- Review expectations for mentor relationship/timeline for meetings, etc. Regardless of the scheduled timeline, the relationship should be an open-door policy.
- Review goals



### **Suggested Timeline after orientation:**

- Month 1: call/meet once per week
- Month 2-3: call/meet every other week
- Month 4-12: call/meet once per month
- If possible, face-to-face meeting at months 4 & 8.
- Manager should check in with both parties at regular intervals (day 30, 60, 90, 150, 210, 365) but also offer an open-door policy to discuss the mentorship program and relationship.

### **Committee**

- The committee will meet 2x per year post the onset of the mentorship program to review the evaluations and make modifications to the program as needed
- The committee will arrange for annual kick off meetings and provide any support and direction throughout the year to all mentors and managers.
- Mentors will be invited the annual employee appreciation luncheon.





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## For Mentors

We would like to have your opinion of the mentor program so that we may evaluate and strengthen our program for the future. Please complete the questions below and return the survey to your manager. *(Please circle your response)*

1. How would you rate the mentor program?  
Excellent                      Very good                      Good                      Poor
2. How would you describe the quality of your experience as a participant in the program?  
Excellent                      Very good                      Good                      Poor
3. Would you volunteer to serve as a mentor again next year or in the future?  
Yes                      Possibly                      Not sure                      No
4. Did the mentor training session help you prepare for your mentoring experience?  
Yes                      Somewhat                      Not sure                      No
5. Would you have liked additional training for mentors?  
Yes                      Maybe                      Probably not                      No
6. How clearly defined were your mentor responsibilities?  
Very clear                      Moderately clear                      A little unclear                      Very unclear
7. The mentor program coordinators were accessible and easy to talk to and seek advice from when necessary.  
Always                      Somewhat                      Not much                      Never
8. How would you describe your relationship with your mentee?  
Very good                      Good                      Fair                      Poor
9. Do you think that the time you spent with your mentee was sufficient?  
Yes                      Almost                      Not really                      No
10. Do you think that the time you spent together was helpful for your mentee?  
Yes                      Somewhat                      Not really                      No
11. Did you gain personally from this relationship?  
Yes                      Somewhat                      Not much                      No
12. I would have preferred to meet less often with my mentee.  
Yes                      Sometimes                      Rarely                      No
13. I would have preferred to meet more often with my mentee.  
Yes                      Sometimes                      Rarely                      No
14. What was most satisfying about the mentor program?
15. What was least satisfying about the mentor program?
16. What would you suggest to improve the mentor program?



## For Mentees

We would like to have your opinion of the mentor program so that we may evaluate and strengthen our program for the future. Please complete the questions below and return the survey to your manager. *(Please circle your response)*

1. How would you rate the mentor program?  
Excellent                      Very good                      Good                      Poor
2. Did you enjoy being part of this program?  
Yes                      Somewhat                      Not much                      No
3. Would you want a mentor next year?  
Yes                      Probably                      Not really                      No
4. Did you like your mentor?  
Yes                      Somewhat                      Not much                      No
5. Did you think meeting with a mentor was fun?  
Yes                      Somewhat                      Not really                      No
6. Would you have liked to meet with your mentor more often?  
Yes                      A bit more                      Not much more                      No
7. Did having a mentor help you do better in work?  
Yes                      Somewhat                      Not much                      No
8. Did you learn new things from your mentor?  
Yes                      Somewhat                      Not much                      No
9. Did you feel comfortable talking to your mentor about things, either good or bad?  
Yes                      Somewhat                      Not really                      No
10. Did you feel comfortable talking to your mentor program coordinator about your experiences, either good or bad?  
Yes                      Somewhat                      Not really                      No
11. List some of the activities you did with your mentor:
12. List something (if anything) that you learned from your mentor.
13. What did you like best about the mentor program?
14. What did you not like about the mentor program?
15. What do you think we should change or do differently next year?





## CFG MENTORSHIP PROGRAM EVALUATIONS

### For Managers

1. Did the mentor program run as you planned? Why or why not?
2. What are the strengths of your program?
3. What areas of your program need improvement?
4. What aspects of your mentor program would you like to improve?
5. How could CFG further assist you in coordinating the mentor program?
6. Did you feel overwhelmed or burdened by coordinating the mentor program?  
If yes, explain why?