



## Workplace Mentor Match Guidelines

### Overview

The Workplace Mentor Match is an optional feature that employers can provide to current or prospective employees who are submitting an application to the Timmins Rural and Northern Immigration Pilot (RNIP). As per the Community Criteria, an applicant will receive 10 points toward their total score if their employer provides a workplace mentor for the applicant, confirmed via a written letter from the employer.

The Workplace Mentor Match connects an RNIP applicant (“mentee”) with a coworker and/or more experienced peer (“mentor”) who is an established member of the community.

### Goals of the Workplace Mentor Match

The purpose of the Workplace Mentor Match is to help:

- A new employee feel welcome, integrated into the organization, and succeed in their role; or
- A current employee become more knowledgeable and effective in their current position, and foster their professional development.

The Workplace Mentor Match is different than the typical on-the-job training that an employee receives, which is usually technical and focused on procedures. A mentor provides guidance to a mentee, sharing valuable experience, skills and knowledge, and helps the mentee understand the culture of the organization.

The Workplace Mentor Match also offers an opportunity for social connection. The mentor introduces the mentee to others around the organization, encourages socialization, and helps the mentee feel like they belong, both within the organization and the larger community.

### Benefits of the Workplace Mentor Match

Workplace mentorship programs have numerous benefits to organizations, including:

- Reducing employee turnover;
- Improving employee productivity;
- Strengthening and promoting a diverse and inclusive culture; and
- Improving knowledge transfer.

### Who Makes a Good Mentor?

It is recommended that a mentor not be in the direct reporting line of the mentee (i.e. their supervisor). Rather, it is suggested that the mentor be a peer of the mentee.



People who make the best mentors tend to be:

- A peer who is well regarded by other current employees;
- A high performer who is skilled in the mentee's job or has previously fulfilled the role;
- An employee who has internalized the organization's mission, vision, and values;  
and
- Someone with similar common interests.

Attributes and skills of a good mentor include:

- Open-mindedness
- Good listening
- Empathy
- Curiosity
- Networking
- Role-modelling

### **Expectations of the Workplace Mentor Match**

Mentors and mentees should meet regularly (at least once a month) for at least 12 months. The exact frequency and length of time per meeting is up to the pair, but it's important to maintain a regular meeting schedule.

Beyond helping the mentee integrate successfully into the workplace and build their knowledge and skills, the mentor is encouraged to help them feel welcomed in the larger community of Timmins by:

- Providing general orientation and support;
- Explaining how to navigate systems and public services;
- Attending or participating in community events together; and/or
- Providing opportunities to practice English or French in an informal environment to help develop the comfort and confidence needed to communicate effectively.

Mentees and mentors (and/or employers) are expected to check-in with TEDC RNIP staff once per month to give a brief update on the mentor match and inform staff if they need any additional supports.

For questions or more information:

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