



CSSH New Staff Navigator Program

New staff in CSSH will be matched with two Staff Navigators from other departments. The Navigators will meet with the new staff member virtually or in person during their first few weeks and serve as a resource to them during their first three months. The role of the Navigator will be to introduce the new staff member to systems and resources of which they might not be aware, as well as answer questions, and provide guidance and feedback to the new hire to enhance performance and development. They will also introduce them to people and offices that can help them be more effective.

What are the goals of this program?

- Provide new staff with CSSH and University resources to get them acclimated to their new role.
- Foster community and belonging within the greater CSSH community and support interdepartmental collaboration.
- Enhance employees professional performance and development through this professional relationship.
- Provide opportunity for existing CSSH staff to demonstrate leadership skills and enhance their own professional development through this mentoring relationship.

What is the Navigator program NOT?

- Navigators are not meant to act as managers or take on the responsibility of onboarding the new hire.
- This commitment is not meant to drain or burden the Navigator, but rather create collaboration, and connection. Expectations around time spent meeting or answering questions can be established in the first few meetings with the new staff member
- Navigators are not meant to know how to do every aspect of the New Staff Member's job. Navigators are knowledgeable professionals that have much to offer beyond technical expertise.

Who can serve as a Navigator?

Navigators must be in their role at CSSH for at least one year. Navigators will be selected for each new hire based on their home department, work location and work function. The Dean's Office will notify Navigators of the proposed match either before the new hire starts or within the new hire's first few weeks.

Navigator Guidelines:

- Share understanding and insights about organizational structure, values, norms, and relationships.
- Show the new hire CSSH systems and procedures the new hire may use in their role
- Encourage open discussion about matters related to diversity, equity, inclusion and belonging

- Develop a schedule with the new staff member to meet on a regular frequency (e.g. every other week).
- Provide access and exposure by introducing the new staff member to others in the CSSH community who can help them meet their goals.
- Direct the new staff member toward available resources as appropriate, e.g., skills training, education, reading, websites, people.

New Staff Guidelines:

- Review goals and or action plan with Navigator and modify as appropriate
- Remain open to meeting new people
- Explore ways to achieve one's goals
- Reschedule a canceled meeting promptly

Why Serve as a Navigator?

The Navigator – new hire relationship not only provides benefits to the new staff member. Navigators can utilize this role to strengthen their own professional knowledge, development of leadership and coaching styles, build interpersonal skills and connections, gain new perspectives, add to your own professional qualifications and overall make a positive impact on the CSSH community.

What are the expectations?

- Navigators will meet their new staff member in their first two weeks, with the formal relationship occurring over the following three months.
- One of your meetings, ideally the first meeting, may include coffee/breakfast or lunch reimbursed by the Dean's office at the rate of \$18 per person for breakfast/coffee or \$20 per person for lunch.
 - Submit reimbursement in Concur by "create a report," add your receipts / transaction details, and charge to the Dean's budget (200251).
- The Navigator will meet or check-in with the new staff member at least every other week.
- The duration of the meeting is up to both the Navigator and new staff member, though we encourage anywhere between 30 to 60 minutes depending on availability and the needs of the new staff member.
- Navigators will be available over email or Teams for questions. After three months, the match can proceed with the partnership as they choose.
- Attend the wrap up in person celebration at the end of the year.

How do I participate as a Navigator?

The Dean's Office will reach out if you've been selected to be a Navigator for a new staff member.

Questions?

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