New Employee Advisory Program (NEAP)

**Introduction:** The concept of NEAP evolved from years of research on mentoring already underway. When the President’s Staff Advisory Committee (SAC) began exploring staff mentoring at Brown, the Center for Learning and Professional Development (CLPD) worked with a SAC subcommittee and the idea for NEAP began to take shape.

**Purpose:** NEAP is designed to help acclimate new hires to working at Brown. Using a network of advisors and monthly events, new hires will be connected to people and resources at Brown more quickly during their first year.

**Advisors:** Experienced employees will act as conduits of information for Brown new hires. Advisors will contact staff when they first arrive at Brown, and check-in during their first few months. Employees may contact an advisor with any questions as they acclimate to working at Brown.

**Program Elements:**

- **Advisor Touch Points:** The CLPD will assign each new hire an advisor. Advisors will contact each new hire a few times during their first few months on campus. New hires may contact their advisors with questions for as long as needed (generally the first 12-18 months).

- **Monthly Brown-Bag Events:** Each month, CLPD will host a brown-bag, lunch-and-learn session. Over the course of a year, we will present a variety of content and formats including:
  - **Academic Mini-Lectures:** Members of Brown’s academic community present 10-15 minute lectures on their research.
  - **Benefits Open Enrollment:** Leaders from UHR will share information on benefits during open enrollment
  - **A Day in the Life:** Various departments from across campus give new hires a glimpse into what they do. Shedding light on little-known roles and responsibilities that keep the University working.

- **Networking Opportunities:** Each meeting will start with an optional networking time (11:45 - 12:00). In addition, CLPD may include NEAP participants in other networking events.

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