

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) was tasked with a similar project of establishing mentoring at Brown, the Center for Learning & Professional Development (CLPD) worked with the SAC subcommittee and the idea for NEAP began to take shape.

Purpose: NEAP is designed to help new hires acclimate 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.

Target Audience: Newly-hired, non-union staff, grades 5 on up

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:
 - Senior-leader, faculty chats
 - Benefits info session
 - Panel discussions
 - Networking events

Improvements: Each year we take the summer to seek feedback from attendees and advisors and this year will be no exception. Generally this phase starts after the May meeting with advisor selection kicking off in August. We are considering several different possibilities to provide more support to our new hires and engage more of the community in our content.