Mentor Guidance / 导师指南

1. **Different roles and responsibities/导师辅导过程不同角色的责任**

Roles and Definition	Responsibities	Tools and tracker
New Hire/新人 Includes experienced hiring in CN&ID and fresh-graduates in CN.	a. 1st day, say Hi to your new teammates. Lunch with you mentor and Reporting Manager/迎新，共进午餐。 b. 1st week, finsih entry task under guidance from mentor./完成entry task。 c. After entry task review, set probation target with your reporting manager and mentor./与你的reporting manager和Mentor一起设定试用期目标or试用期培养计划。 d. Finish task or sub-tasks assigned./完成被分派的任务。 e. Prepare for your probation review communicaiton./准备试用期答辩材料。 f. Fill in Mentorship Satisfaction Survey before probation ends./试用期结束前填写导师满意度调查问卷。	• Probation review slide format: EN&CN. • Mentorship satisfacation survey
Mentor/导师 Usually he/she is a more senior teammates, who can help you on entry task and share guidance needed to go through the probation.	a. **1st day,** introduce new hire to the teams, lunch together, invite new hires into seatalk groups./介绍新人，带领新人到座位、共进午餐、拉进对应群组等。 b. **1st week**, assign entry task to new hires and give guidance needed./发布entry task并提供必要帮助。 c. **2nd week**, arrange Entry task result review and update Entry task reslut to SSC Mentorship Tracker/组织并参与Entry Task评价，并更新entry task结果到traker中。 d. **After entry task review**, help RM or TL to arrange a probation setting meeting./Entry task结束后安排试用期目标设定会议。更新试用期目标到traker中。 e. **Bi-weekly** One on One communcation and provide supports needed./双周1-1沟通，跟进试用期目标进度. f. **11th~12th week,** porbation performance review meeting./参与试用期转正答辩并输出评价。	• Mentorship introduction in SSC-ID. • Mentor Handbook(CN& EN version) • SSC mentorship tracker(CN) SSC ID Mentor tracker(ID) • Entry task introduction & requirement • Mentor Checklist(CN) for daily operation.
Reporting Manager or Tech Lead He or she will assign tasks or sub-tasks after the entry task, also the main judge for new hire's performance during probation.	a. **Before new hire onboards**, assign the mentor,update the name of mentor to the traker./新人入职前指定对应导师，并更新信息到traker中。 b. **2nd week** of new hire, set up probation target aligned with new hires. Send out probation target via email./新人入职第二周，制定新人试用期目标。邮件发送试用期目标给相关方。 c. **2nd week,**Entry task result review/Entry Task评价及打分 d. **After entry task review**, assign tasks or sub-tasks to new hires./Entry task结束后分配工作。 e. **Monthly** review for probation target with new hires./每月和新人1-1沟通并回顾试用期目标进度。 f. **11th~12th week,** porbation performance review meeting./参与试用期转正答辩并输出评价。 g. Fill in probation evaluation survey./填写针对新人和导师的的试用期评价问卷。	• SSC mentorship tracker(CN) SSC ID Mentor tracker(ID) • Probation target format : CN & EN • OKR (for EE level and above) • Probation Evaluation Survey

2. **Resources for mentors/给予Mentor的资源和支持**
   a. Mentor training/导师培训
        i. SSC mentorship policy/供应链导师制度培训
        ii. Coaching skills/辅导技巧
   b. Additional contribution as mentor in terms of quarter appraisal/作为季度考核中的额外贡献
   c. Excellent Mentor Award inside SSC twice a year./产品线内每半年一次奖励在导师角色中表现出众的同事。