

Mentor Guidance / 导师指南

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

Roles and Definition	Responsibilities	Tools and tracker
<p>New Hire/新人</p> <p>Includes experienced hiring in CN&ID and fresh-graduates in CN.</p>	<p>a. 1st day, say Hi to your new teammates. Lunch with you mentor and Reporting Manager/迎新，共进午餐。</p> <p>b. 1st week, finish entry task under guidance from mentor./完成 entry task.</p> <p>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或试用期培养计划。</p> <p>d. Finish task or sub-tasks assigned./完成被分派的任务。</p> <p>e. Prepare for your probation review communication./准备试用期答辩材料。</p> <p>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。</p>	<ul style="list-style-type: none"> • Probation review slide format: EN&CN. • Mentorship satisfaction survey
<p>Mentor/导师</p> <p>Usually he/she is a more senior teammates, who can help you on entry task and share guidance needed to go through the probation.</p>	<p>a. 1st day, introduce new hire to the teams, lunch together, invite new hires into seata talk groups./介绍新人，带领新人到座位、共进午餐、拉进对应群组等。</p> <p>b. 1st week, assign entry task to new hires and give guidance needed./发布 entry task 并提供必要帮助。</p> <p>c. 2nd week, arrange Entry task result review and update Entry task result to SSC Mentorship Tracker/组织并参与 Entry Task 评价，并更新 entry task 结果到 tracker 中。</p> <p>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 tracker 中。</p> <p>e. Bi-weekly One on One communication and provide supports needed./双周 1-1 沟通，跟进试用期目标进度。</p> <p>f. 11th~12th week, probation performance review meeting./参与试用期转正答辩并输出评价。</p>	<ul style="list-style-type: none"> • 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.
<p>Reporting Manager or Tech Lead</p> <p>He or she will assign tasks or sub-tasks after the entry task, also the main judge for new hire's performance during probation.</p>	<p>a. Before new hire onboards, assign the mentor, update the name of mentor to the tracker./新人入职前指定对应导师，并更新信息到 tracker 中。</p> <p>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。</p> <p>c. 2nd week, Entry task result review/Entry Task 评价及打分</p> <p>d. After entry task review, assign tasks or sub-tasks to new hires./Entry task 结束后分配工作。</p> <p>e. Monthly review for probation target with new hires./每月和新入 1-1 沟通并回顾试用期目标进度。</p> <p>f. 11th~12th week, probation performance review meeting./参与试用期转正答辩并输出评价。</p> <p>g. Fill in probation evaluation survey./填写针对新人和导师的的试用期评价问卷。</p>	<ul style="list-style-type: none"> • 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

- Mentor training/导师培训
 - SSC mentorship policy/供应链导师制度培训
 - Coaching skills/辅导技巧
- Additional contribution as mentor in terms of quarter appraisal/作为季度考核中的额外贡献
- 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。

