

Mentorship and Integration Support Planner

Toolkit 2, Chapter 3 Downloadable Tool CIIS Employer HR Resources



Purpose: Structure mentorship, match employees with appropriate supports, and monitor workplace integration over time.

How to use: Work through each section with the manager, mentor, and employee. Update regularly during check-ins.

1. Mentorship Setup	Response / Notes
Purpose of mentorship relationship.	
Suggested mentor and rationale for pairing.	
Meeting frequency and expectations.	
2. Career Navigation	Response / Notes
Employee career interests and development goals.	
Internal growth opportunities to discuss.	
Training, networking, or leadership support needed.	
3. Integration Tracking	Response / Notes
Employee confidence and team connection.	
Questions or barriers identified during check-ins.	
Follow-up actions for manager, mentor, or HR.	