

Computer Laboratory Research Staff Forum Guidelines for Mentors

The rôle of mentor is to be a second point of contact and to smooth the transition for new postdocs and research assistants arriving in the Computer Laboratory. It is not to be a substitute for the PI - sometimes the correct response to a question is '*you should ask your PI that.*'

Mentors are generally assigned from a different research group, to give new arrivals a connection to multiple groups and help to avoid siloing. Feel free to encourage your mentee to attend seminars and social events within your own group.

There are several things that are often overlooked for new arrivals, which a mentor can help explain. These include:

- Where stores is and what it contains
- Social teas (make sure that your mentee sees the announcements)
- How to book meeting rooms
- PPD training: how to book it and what is available

People coming from outside of Cambridge are likely to be unfamiliar with the supervision system. All Post-docs and RAs are allowed (encouraged by the department) to do some supervision. Point your mentee at the relevant PPD course. Student Administration in the Lab arranges Part II supervisions. In October and January every year they run Supervisor Training workshops.

There are lots of people in the department and the wider university who can help with various things. Don't expect to be able to answer every question that your mentee has, but do help to point them in the right direction:

- Reception (queries about building use)
- Finance or Payroll (queries about money)
- PdOC (queries about postdoc issues)
- Caroline Stewart, Departmental Secretary (when you don't know who to ask)

If you or your mentee are unhappy with the assignment (for example, if they would prefer someone who has experience with childcare issues), then it is possible to switch mentors.

Staff at the CL take confidentiality seriously and ensure personal information is only discussed with the relevant people for the particular issue concerned. However, do remember that staff and students can speak to their mentor in strict confidence and any discussion that takes place will remain between the mentor and mentee, other than in extreme circumstances e.g. where a person's safety may be at risk. Any issues of serious concern can be discussed with either the Head/Deputy Heads of Department or the Departmental Secretary and they will endeavour to resolve any issues raised. The management team are committed to handling information shared with sensitivity and will only pass on any information to appropriate parties with your permission. Contact Head of Department Team hod-team@cl.cam.ac.uk (this email address goes to the Head of Department, Deputy Heads of Department and the

Departmental Secretary).

Mentors should ideally talk to mentees about opportunities for, and benefits from, college affiliation. If you do not have any college affiliation, introduce your mentee to people who do.

Refer them to the [Induction Guidelines and Checklist](#) published on-line on the Lab Personnel pages and ask them if they are unsure of any aspects to ask their mentor.

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