This is a draft Resource Map for Temblor. This was adapted from the “Sample Ph.D. Mentoring Plan” developed by Vashan Wright (Woods Hole Oceanographic Institution) and Karin Block (City College of New York and CUNY Graduate Center), License: CC BY-NC-SA 4.0. Some of these will be resources common to all and some will be questions for identifying specific resources based on needs/interests identified during initial meetings while implementing the mentoring plan.

The purpose of this resource map is to clearly lay out expectations and provide resources to Temblor team members.

- Mentoring plan
  - Temblor doesn’t provide mentors for new hires. We are too small.
  - Temblor Earthquake News (TEN) provides science communications mentorship to half a dozen to a dozen students or recent graduates at a time, year-round. We bring newbie writers in, teach them how to write, pitch, and edit a story, and give them published clips at the end. We answer questions they may have about writing and about career options. We provide references for them after the mentorship ends.
  - TEN mentorships last for 3 to 5 stories, on average.
  - Often, TEN mentees will become freelance writers after their mentorship ends.
  - Individual/Group meeting expectations:
    - Strategy team members will participate in weekly strategy sessions.
    - To the extent that our finances permit it, we will hold a 2-3 day offsite meeting annually for all our full time team members and for all team members if possible.
  - Evaluations: Temblor will provide formal annual evaluations to employees and contractors
    - These will be written by the CEO and CTO, and discussed with the individual via Zoom.

- Core work resources
  - Code-of-conduct - Temblor’s Code of Conduct will be distributed with this resource map.
  - Communication plan and expectations
    - Team members communicate through phone, email, zoom, and Slack.
    - Temblor is a distributed company, with team members located around the world. Core hours are from 9-5, Monday through Friday (Pacific). Although these are the best times to schedule meetings with the group, we must work to accommodate people in different circumstances and who have childcare duties. Occasionally some team members will participate in business meetings outside of standard business hours to
accommodate clients, prospective clients, and team members in different timezones.

- Reporting Policy - Temblor’s complaints and reporting policy will be distributed with this resource map.
  - We take reported issues seriously. The reporting policy outlines the reporting and conflict resolution process at Temblor.
  - One option for resolving any workplace issue is discussing the matter with Temblor’s leadership. Another option is for team members to use the company’s anonymous complaint form.
  - Temblor’s Anonymous Complaint Form is located here
  - link, address issues related to insensitivity, harassment, exclusion and what are the consequences (e.g. not everyone drinks alcohol; no “locker room” talk), provide additional contacts for reporting outside of advisor

- Conference and workshop participation (how often and who pays for it?)
  - As many team members as possible are encouraged to participate in professional conferences on occasion. Temblor pays for registration, lodging, and travel for full team members.
  - Temblor aims to participate annually in SACNAS. Temblor pays for registration, lodging, and travel for at least two participants.
  - Conference attendance is encouraged, but not required.

- Community support and mental health resources
  - Team members are encouraged to reach out to others in the group for recommendations about housing suggestions. Temblor does not cover moving expenses for new hires, but new hires should approach the CEO with requests for assistance, computers, internet subscriptions, etc.
  - Team members with company email addresses can share calendars. Any team member who requests one will receive a temblor email address.
  - Reach out to other team members to learn about activities/groups to help you feel at home. We hope that once COVID ends, we can re-establish annual offsite gatherings, which combine social activities and brainstorming company direction.
  - Full-time employees are encouraged to take personal time off. Temblor honors all U.S. government holidays. In addition, employees can take time off at their discretion, after checking in with the CEO or CTO.

- Skillset support resources
  - Team members are encouraged to continue broadening and strengthening their skills. Examples are machine learning courses, front end development software such as React, website building, webinar management, and contact lists. Team members who want additional training (ex. Coursera, leadership coaching) and other professional development should request this from the CEO and CTO.
  - Temblor’s models are written largely in python, but some elements are still in MATLAB. Engineering team members must be comfortable working with and writing code.

- Professional development resources
  - Available resources for training/development or best practices in:
- Media training: Additional training possible through ACES and Poynter.
- Proposal writing: Assist in writing Temblor’s NSF SBIR proposals and client proposals.
- Public speaking: Auditing Ross’ Stanford public speaking course, (which two team members have done so far).
- Learn from team members skills in design/drafting of figures using Adobe Suite (Ross), Python (Volkan), QGIS (Volkan, Geoff), MATLAB (Volkan, Shinji).
- Join Seismological Society of America (SSA), Geological Society of America (GSA), American Geophysical Union (AGU), European Geosciences Union (EGU).

- Outreach resources
  - We will make URGE resources available to all full time members and contractors.
  - TEN’s mentorship program provides resources and opportunities for JEDI efforts, including a special focus on women in science and women in science communications.