**Buddy Program Overview**

**Directions:** Assign a new hire a buddy to help during the onboarding process. The buddy will welcome the new employee on day one and continue to play an active role in orienting the new hire to the department and the company. Encourage the buddy to help the new employee feel welcomed by answering questions and helping the new person navigate through UITS’s culture and organization structure. The buddy program is designed to help new employees become familiar with our work environment, systems and processes. This program enables our new associates to become productive contributors quickly.

**How to select the right Buddy**
- Select an engaged and high performing employee
  - It is a good idea to select a buddy who is in the same job as the new hire or who has been in that job in the past
  - Buddy’s should have significant company experience to provide accurate, positive and meaningful information
- Consider selecting an individual who has strong communication skills, is team oriented and exhibits a positive outlook and attitude

**Understanding and defining the Buddy’s role**
- A Buddy’s role is to guide the new hire and be a resource for questions and general company guidance. Ultimately the Buddy helps to make the entry into UITS as smooth and seamless as possible
  - Buddies can make themselves available for questions that new hires might not want to discuss with their boss.
  - Buddies can show the new employees around, introduce them to others, go to lunch with them the first few days and offer encouragement.
  - Buddies can help reduce onboarding responsibilities of managers by assisting in various new hire activities (e.g. building tours).
    - It is crucial that the Buddy and Manager have open communication to make sure all onboarding necessities are taken care of. This is ultimately the hiring managers responsibility.

**General Buddy Checklist**

**Day One**
- Greet the new employee and take them to their work space
- Give a general building tour and review location of basic office amenities (copier, restroom, kitchen)
- Introduce the new employee to co-workers

**First Week**
- Organize a welcome lunch with team
- Facilitates introductions to new peers in the organization
- Demonstrate UITS’s online, self-service tools and processes

**First Month and beyond**
- Familiarizes the new employee with systems and processes
- Provide a point of reference, support and guidance for the new team member
- Assist the new employee in understanding and navigating UITS’s work environment
If the buddy program is successfully implemented and carried out, it should offer significant benefits to the new employee and the buddy.

<table>
<thead>
<tr>
<th>A Win/Win Scenario</th>
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<tbody>
<tr>
<td><strong>Buddy Benefits</strong></td>
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<tr>
<td>Recognition as strong performer</td>
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<td>Expanded network</td>
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<td>Opportunity to motivate others</td>
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<td>Introduced to a fresh perspective</td>
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<td>Enhanced leadership and mentoring skills</td>
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