Tips for Assigning Buddies

This document is designed to help hiring managers make the right Buddy selection decision and help define what activities the Buddy will own to ensure a successful Buddy Program experience.

First Steps
- Determine the purpose and expected outcomes of the Buddy when determining who will best meet the needs of the new hire.
- Select a Buddy for their new employee. It is suggested that selection is based on the criteria listed below.
- Meet with the selected Buddy before the new hire’s arrival to define roles and responsibilities.

Buddy Selection Criteria
- Select an engaged and high performing employee.
- Buddies should have significant company experience: the buddy can help guide the new employee in many situations based on his/her knowledge obtained in the work environment.
- Pick a motivated individual who is a strong performer.
- Select an individual who has strong communication skills, is team oriented and exhibits a positive outlook and attitude.
- Consider these other factors:
  - Skilled in/has knowledge of the new employee’s job
  - Proud of UITS and his/her contributions
  - Is a peer of the new employee
  - Has patience and good interpersonal skills
  - The individual wants to be a buddy
  - Is well regarded by current employees
  - Use the program as a development opportunity

Tips for Assigning and Defining Buddy’s Responsibilities
- Divide the labor—Focus the buddy on orienting the new hire to our systems, processes, online tools and facilitating introductions to co-workers and peers.
- Determine and communicate what you need from the Buddy along the way. Use the Suggested Onboarding Schedule as a guide.
- Buddy is an informal resources on policies, procedures and cultural norms.