

YOUR ROLE

In the onboarding process, **Buddy is a person who is dedicated to taking care of a new employee / trainee.** Importantly, the buddy is not a supervisor but a person in a similar position. Why? A relationship with a person in a similar position will be less binding, and thus a team member will be free to ask about topics that bother him.

Buddy:

- ✓ provides advice in case of questions or doubts
- ✓ supports building relationships between the new employee and the team
- ✓ acts as a source of information about informal rules, standards (birthdays, non-work events, informal integration outings)

ONE WEEK BEFORE START WORK

- ☐ Agree with your manager a schedule for the implementation process and areas where your support is needed
- ☐ Plan the time for meetings / calls with the new employee in your calendar (schedule, frequency to match the tasks in a given position)

FIRST WEEK OF WORK

- ☐ Contact the new employee
- ☐ Have lunch with the new employee and the team manager
- ☐ Add a new employee to Teams groups
- ☐ Set a form of contact with the new employee (morning or afternoon call, shared lunches or morning coffee)

FIRST MONTH OF WORK

- ☐ Have lunch with a new employee at least once a month
- ☐ Have a short meeting once a day to check "how is it going", "what's up"
 - Discuss ongoing tasks
 - Discuss emerging difficulties
- ☐ Provide assistance in gaining access to corporate systems

FIFTH MONTH OF WORK - SUMMARY

- ☐ Invite a new employee to a meeting during which you will provide feedback on your current cooperation
 - Give feedback
 - Ask for feedback
 - Set up a further schedule of possible meetings together
 - Check in what aspects additional support is needed

