

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. Encourage the buddy to help the new employee feel welcomed by answering questions and helping the new person navigate through SICE’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 quickly become productive contributors.

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
 - Buddies 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 SICE 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 manager’s 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
- Facilitate introductions to new peers in the organization
- Demonstrate SICE’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 SICE'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

A Win/Win Scenario	
Buddy Benefits	New Hire Benefits
Recognition as strong performer	One-on-one assistance
Expanded network	Jump-start on networking
Opportunity to motivate others	Single and comfortable point-of contact
Introduced to a fresh perspective	Immediate knowledge of "how things really get done"
Enhanced leadership and mentoring skills	Smoother acclimation period