

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 SICE and his/her ~~contributions~~
contributions
 - Is a peer of the new ~~employee-employee~~
 - Has patience and good interpersonal ~~skills-skills~~
 - The individual wants to be a ~~buddy-buddy~~
 - Is well regarded by current ~~employees-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-buddy~~ along the way. Use the Suggested Onboarding Schedule as a guide.
- Buddy is an informal resources on policies, procedures, and cultural norms