

Tips for Buddies

This document is intended to provide SICE buddies with guidelines and helpful hints to help make the Buddy Program a success for the new hire and the buddy.

Goal of Program: The buddy program aims to help new employees become familiar with our work environment, systems, and processes. This program enables our new associates to quickly become productive contributors to SICE.

Where Should You Focus Your Attention?

- Be available as much as possible, especially during the first week
 - Aim to meet once a week during the new hire's first month and at least once a month thereafter
- Familiarize them with the surroundings
 - Introduce the new hire to a network of peers in the department and throughout SICE—those people the new hire “needs to know”
 - Assist the new employee in understanding and navigating the everyday work environment at SICE
 - Show the new hire around the building or campus
 - Demonstrate our many online, self-service tools
- Focus on the culture and norms of the work group

Be Prepared and Proactive:

- Be ready for the new hire's first day of work
 - Have a lunch meeting time and place organized
 - Determine to whom you want to initially introduce the new hire
- Attempt to recognize where new hire's concerns lie and actively seek to alleviate them

Understand Your Role

- Coordinate and plan your efforts with the hiring manager
 - Ask questions to make sure your responsibilities are clearly defined
- The buddy is a resource for the new hire; guide the associate and be available to answer questions and concerns and teach general company guidelines

This to remember:

- Don't worry about being perceived as the “expert” or think you need to have all the answers. Your experience at SICE is what's most important to the new employee

- Recognize that it takes time to develop a relationship
- Be patient, positive, and supportive
- Maintain confidentiality
- Provide honest information to the new hire but avoid negativity. If you are not sure how to respond to a question or issue, check with the hiring manager