

Onboarding Buddy Guidelines

What is a Buddy?

An Onboarding Buddy is assigned by a hiring manager to help onboard a new employee to the University and introduce them to the BU culture. Their job is to educate a new employee on the day-to-day processes, bridge social connections, and answer questions as they arise. Responsibilities:

- Ensures open communication with new employee
- Acts as an informational resource on policies and procedures
- Helps socialize the new employee to BU's guidelines, norms, and culture
- Answers general/routine questions that your new employee may have
- Facilitates introductions to colleagues, peers, and stakeholders

Where do Managers Play a Role?

Managers should connect their new employee with their buddy via email prior to Day One and ensure that the buddy and new employee have time to connect.

Why Utilize One?

An Onboarding Buddy creates a warm and supportive environment in which new employees feel comfortable asking questions. They can also help accelerate the productivity of new hires and enhances job satisfaction, which ultimately helps retention, and reduces the initial confusion and uncertainty faced by all new employees.

Who Should be Assigned as One?

Your designated buddy should be an employee who is in good standing and is a peer of the new hire, not a manager or supervisor. They should also be:

- Respected team member/good role model
- Fully assimilated within the company culture
- Strong and experienced performer
- Patient and kind, with a desire to guide others
- Skilled listener
- Actively seeking to develop leadership skills
- Strong communicator

When Do My New Employee & Buddy Interact?

Your Onboarding Buddy should initially connect to your new employee prior to their start date. Afterwards they should aim to have a coffee or lunch meeting during their first week.

Additionally, an Onboarding Buddy should conduct casual 15-30 minute check-ins weekly for the first month. After the first month, they should ask how the new employee would like to proceed - continue formal check-ins or reach out with any questions/concerns when needed.