

# Onboarding Buddy Suggestions and Tips

As a Buddy to a new employee, you play an integral part in helping the employee successfully acclimate to GSU. Here are some suggestions to help you in this vital role.

## Before the Employee's First Day

- Meet with your local HR or the hiring manager to clearly define your role and schedule a date to have lunch with the employee during his/her first week.
- If appropriate, call or email the employee. (Get contact information from local HR or hiring manager.)
- Learn about the employee. Get his/her resume or background from HR or hiring manager. Google him/her. Check LinkedIn, etc.

## On the Employee's First Day

- Stop by the employee's office to introduce yourself. Confirm plans to meet with the employee later that week. Give him/her your business card (or contact information).

## During the First Week

- Take the employee to lunch. Share information about yourself – how long you've been at GSU, what it was like when you first started; your role, interests, and hobbies. Learn about the employee's background and interests.
- Show the employee around the working area and make introductions.
- Explain how to order equipment and supplies.
- Take a walking tour across campus.

## During the Following Months

- Plan ahead by scheduling meetings for the next several months. Meet over coffee.
- Check in with the employee in between regularly scheduled meetings to see how things are going and if he/she has any questions.
- Continue introducing the employee to others.
- Invite employee to relevant business or social events.

## Manager's Onboarding Checklist

### Helpful Tips

- Don't worry about being perceived as the "expert" or think you need to have all the answers. Your experience at the University is what's most important to the employee.
  - In some situations, listening is more valuable than giving advice. Ask questions like "What do you need?" or "How can I help?"
  - We all have a preferred communication style. Talk about each other's preferences, as the new employee may have a different style from yours.
  - Recognize that it takes time to develop a relationship.
  - Be patient, positive, and supportive. Don't try or expect to cover everything over a short period of time.
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- Stay open minded and avoid being judgmental.
  - Maintain confidentiality.