

## **NEW EMPLOYEE “BUDDY” GOALS FOR THE FIRST 30 DAYS**



Write and place a WELCOME note in the new employee's work area

Meet 1:1 to get acquainted and describe your role as a “Go-To” resource

(take your buddy to lunch if possible)

Exchange contact information for ongoing support

Help introduce the new employee to other team and staff members

Other: \_\_\_\_\_



Make sure the employee knows where to meet staff for lunch during the 1<sup>st</sup> week

Give or arrange a tour of the department for the new employee

Help orient to “unit specific language”, including how to talk about the department

Check in daily to help with assimilation

Describe how work gets done, “who does what” around the office

Explain how to book a room or a meeting

Describe common customers or clients and how to help them

Be available for questions and support

Other: \_\_\_\_\_



Meet 1:1 to review orientation progress or questions

Check in about use of Campus Resources (Library, Special Collections, etc.)

Describe a special project where various staff members are currently working together, or had to work together, to meet a goal or satisfy a customer

Other: \_\_\_\_\_



Schedule a lunch or coffee meeting for a 30-day check-in

Make sure the employee knows who and where to go to for questions

Offer immediate, or future, assistance on projects assigned to the new employee

Other: \_\_\_\_\_