

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 1st 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: _____