Explanation of Buddy Programme

Soon, a new colleague will be joining your department/section. You have been assigned as their buddy to help them navigate Radboud University. You will be their buddy for the first 12 months, and during the first month, you will likely spend most of your time welcoming and assisting the new employee.

The benefits of having a buddy are:

• The new employee will feel more welcome and can identify with Radboud University more quickly.
• The new employee will have a designated point of contact for everyday questions.
• In addition to everyday questions, a new employee can ask questions like "How do I approach tasks?" and "How do we communicate within the organisation?"
• The new employee can become productive more quickly.

Do's for the buddy:

• Provide feedback.
• Be patient and positive.
• Discuss your communication style with the new employee. People differ in this regard, and addressing it can prevent misunderstandings.
• Regularly check in with the new employee during the onboarding period, asking questions like "How are you doing?", "How can I assist you?" or "What do you need?". During the first week, you can ask these questions daily.
• Agree on your contact moments and ask the new employee what they need.

Don'ts for the buddy:

• Judge.
• Try to cover everything with your new colleague right away. Share information gradually so that the new employee is not overwhelmed with new information.
Checklist for Managers and Buddies

Before the first day of work:

Your manager will assign you as the buddy for the new employee. Your manager will also schedule introductory meetings for the new employee. Additionally:

- Keep your schedule free for the week when the new employee starts.
  - Avoid scheduling appointments/meetings (unless necessary for onboarding).
  - Discuss with your manager/colleagues how to handle your workload.
- Gather relevant information about the new employee.
- Ensure a warm welcome (e.g., flowers, chocolate, small gift, etc.).

During the first week of work, help the new employee with:

- Starting the onboarding program (to be developed in collaboration with the manager).
- Collecting campus card.
- Collecting library resources.
- Reviewing authorisation processes.
- Filling out the profile page.
- Reviewing the website for new employees.
- Reviewing the organisational chart and important connections.
- Drafting a LinkedIn post.
- Taking a walk around the campus.
- Having lunch together/getting coffee on campus.
- Registering for the general orientation for new employees.

Between the second and fourth weeks of work you can review:

- The BASS (employee benefits) system: options, work and travel costs, or refer to an HR representative.
- The university's social media channels.
- The Staff Association (PV), Young Radboud and other relevant networks.
- gROW platform and any useful courses.

Between the first and third months:

- Schedule an evaluation meeting.
- Schedule monthly check-ins on progress.

After the third month:

- The employee fills out an onboarding survey (automatically sent to the employee).
- Schedule monthly check-ins on progress.