Explanation of the Buddy Programme

A new colleague will be joining your department or section soon. You have been designated as their buddy to help them navigate Radboud University. You will act as a buddy for the first 12 months of their employment. You will likely spend most of your time in the first month welcoming them.

The benefits of being a buddy:

- New employees feel more welcome and can identify with Radboud University more quickly.
- New employees have a designated point of contact for everyday questions.
- They can also ask questions like ‘how do I approach things?’ and ‘how do we address each other within the organisation?’
- It helps new employees become productive more quickly.

Dos as a buddy:

- Regularly check in with your new colleague during the onboarding period to see how they are doing, how you can assist and what they need. You can ask these questions daily during the first workweek.
- Establish agreements about your contact moments and inquire about what the new employee needs.
- Discuss your communication style. People differ in this regard and making it discussable helps prevent misunderstandings.
- Be patient and positive.
- Provide constructive feedback.

Don'ts as a buddy:

- Pass judgment.
- Try to cover everything immediately with your new colleague. Share information step by step to avoid overwhelming them with new information.

Things to think about as a buddy:

- Ensure you block off time in your schedule for the new employee's arrival. Allocate enough time to them.
- Collect the campus card and ICT resources together.
- Have lunch or get coffee together on campus.
- Take a campus tour.
- Help with starting work tasks.
- Lend an ear about work-related issues.
- Assist with filling out the profile page.
- Help with drafting a LinkedIn post in which the new employee announces their job. You can use one of our photo banners for this.
- Inquire with the new employee's supervisor if they have any other ideas or tasks.