

## What is a Buddy?

The ideal Buddy is a resource who helps introduce the new employee to the broader UCOP culture, values and expectations.

Ideally, the buddy relationship will be for at least one to three months, with two goals:

1. To provide the new employee with a point of contact for general questions and to assist in helping them feel welcomed and connected during their first day, first week, and throughout their first one to three months on the job
2. To help the new employee integrate with the organization by providing access to someone who is familiar with UCOP culture, attitude and expectations.

## Buddy Responsibilities

- Contact the new employee via Zoom during the first week preferably the first day
- Have a virtual lunch with the new employee within the first week
- Act as an informational resource on policies and procedures
- Help socialize the new employee to UCOP's guidelines, norms and culture
- Answer general/routine questions
- Make introductions
- Follow up with the new employee on a regular basis
- Ensure the new employee is aware of town halls, special events or social functions
- Meet regularly, at least 30 minutes on Zoom with video activated

## Suggested Buddy Schedule

### During the First Week

- Introduce yourself via video call to introduce yourself. Confirm plans to meet with the employee later that week. Give them your contact information.
- Schedule a date to have a virtual lunch with the employee during their first week.
- Meet with the employee over a virtual lunch. Share information about yourself – how long you've been at UCOP; what it was like when you first started; your role, interests, and hobbies. Learn about the employee's background and interests.
- Set up a video conference with the team to make introductions.

## First Month:

- Meet weekly for a half hour via video conference
- Be available for phone conversations and email.
- Provide virtual introductions to other UCOP colleagues.

## During the Following Months:

- Plan ahead by scheduling weekly meetings. Meet over virtual coffee or snacks.
- Check in with the employee in between regularly scheduled meetings to see how things are going and if they have any questions.
- Continue introducing the employee to others.
- Invite employee to relevant business or social events as appropriate.

## Helpful Tips for a Successful Buddy Relationship

- Buddies shouldn't worry about being perceived as the "expert" or think they need to have all the answers. The buddy's work experience at UCOP is what's most important to the new employee.
- In some situations, listening is more valuable than giving advice. Buddies should ask the new employee questions like "What do you need?" or "How can I help?"
- We all have a preferred communication style. Buddies and new employees should talk about their preferred communication style as differences may exist.
- Buddies and new employees should recognize that it takes time to develop a relationship.
- Buddies should be patient, positive, and supportive; don't try or expect to cover everything over a short period of time.
- Buddies and new employees should maintain confidentiality.