

Buddy Checklists

The voluntary buddy program is designed to help acclimate new employees to the state, department and unit in the most effective and efficient way possible. Below is a suggested checklist to help you in the role of buddy.

Pre-First Day Checklist

- Discuss new hire with supervisor. Understand supervisor's expectations regarding your role.
- Organize first meeting.
- Think about possible topics to talk about.
- Send email to new employee to introduce myself.
- Think about training opportunities.
- Think about possible upcoming networking opportunities.

First Day Checklist

- Provide an overview of the organization, its purpose, organizational structure, and goals.
- Take them on a building tour.
- Discuss organizational culture / values.
- Explain how to be successful at organization.
- Talk about technical resources at organization (LMS, Badges, VTHR, Benefits, deposits, DHR, MATS, Wellness, IT, Social Media, Share Point, Records, and any department specific resources).
- Consider having lunch together.

First, Second and Third Month Checklist

- Conduct regularly occurring check-ins.
- Elicit feedback from the employee and be available to answer questions.
- Continue introducing employee to key people and bring him/her to relevant events.
- Connect new employee with other new employees (e.g. the ones from first day).