



Buddies as part of Induction

Buddies are one tool our team uses to support welcoming a new staff member.

What is a buddy?

A buddy is an existing staff member who will partner with a new starter during their first three months at the University to offer guidance, support and encouragement.

Having a buddy can help new colleagues navigate the initial confusion and uncertainty that often accompanies starting a new role. They are there for all those 'silly questions' you might not feel comfortable asking anywhere else.

I've been introduced to my buddy, now what? Making the most of your buddy experience

Your buddy is a great resource to help you navigate your transition to your new role. Ideally your buddy will be proactive in setting up catch-up times with you, but as with many opportunities, the experience will be influenced by what you make of it!

Here is some tips and advice on making the most of your buddy relationship to support your onboarding experience:

1. Be proactive: while it is your buddy's responsibility to reach out to you, feel free to be proactive and reach out to your onboarding buddy early on and set up your three catch up times. Introduce yourself and express your excitement to learn from their experiences at the University.
2. Ask questions: don't hesitate to ask questions about the culture, how things work or anything else you're unsure about. Your buddy is there to try to help, and if they don't know the answer they likely know someone who does!
3. Be respectful: while your buddy is eager to help you, they may be balancing a myriad of responsibilities so be respectful of their time, including by ensuring you show up on time to catch ups.
4. Networking assistance: your buddy likely has existing networks within the university, if there is someone you want to meet, or an area it would be helpful to learn more about, your buddy may be able to introduce you to a colleague in that area.
5. Cultural insights: learn about the University culture and team norms.
6. Notes: keep notes on the information your buddy shares, such as key contacts, web links,

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processes, or best practices.

7. Feedback: be sure to provide feedback on your onboarding experience and the role of your buddy in the onboarding surveys to make sure the program can continue to be improved in future.

Starting a new role often comes with uncertainty and information overload – remember your new buddy is one of the tools available to you to support your transition. Be open, proactive and take full advantage of the opportunity to learn and integrate into your new work environment. For more information about induction see the [Staff induction website](#).

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