

Buddy's Checklist

Pre-Arrival

- Meet with your manager to clearly define your role and with the Department of Human Resources to clarify your responsibilities.
- Book your schedule to have lunch or coffee with the employee on his/her first day.
- Know more about the new employee (Get his/her resume, check LinkedIn, etc.).
- Get in touch with the new employee and/or answer his/ her queries where appropriate.

Day 1

- Schedule a formal meeting with the new employee to introduce yourself and explain your role as a buddy
- Take the employee on a department tour.
- Introduce the new employee to his/ her colleagues.
- Take the new employee on a tour that includes important locations (check the document "Important Locations' Tour" on the New Employee page).
- Take the employee out for lunch or coffee and share information about yourself (how long you've been at AUBMC, what it was like when you first started, the perks of working at AUBMC, your role, interests, and hobbies etc.) and learn more about the employee's background and interests.

1st Week

- Coordinate with the Department of Human Resources and assist the new employee in handling the HIP, ID, fingerprint activation, AUB user activation and bank account issues.
- Always make sure that the employee has somewhere to go for lunch – preferably, try to invite other colleagues along.
- Escalate concerns or problems to the manager in case you are unable to deal with them.

Months 1 and 2

- Schedule weekly meetings with the new employee.
- Check in with the employee in between regularly scheduled meetings to see how things are going and if he/she has any questions.
- Continue introducing the employee to others.
- Escalate concerns or problems to the manager in case you are unable to deal with them.

Month 3

- Meet bi-weekly for half an hour
- Be available for conversations and email
- Invite the employee to relevant AUBMC business or social events and introduce him/her to others