

Buddy Program

What is a Buddy?

A buddy is a colleague who is in charge of providing advice, guidance, and help to the new employee. The assigned buddy is also in charge of encouraging the new employee, making him/ her feel welcome in the new work environment and addressing any concerns he/ she might have.

Selection Criteria and Process

The successful buddy is an employee who:

- Has been employed at AUBMC for at least one year
- Fully understands AUBMC culture and environment
- Exemplifies AUBMC's values
- Is willing to be a buddy
- Has the time to be accessible and available to the new employee
- Is familiar with the new employee's role and work unit
- Is a solid performer (PA > 3)
- Possesses strong communication and interpersonal skills
- Shows patience and empathy
- Is well regarded and trusted by colleagues

An individual can volunteer to be considered as a buddy or the employee might be recommended by others. The new employee manager and in cooperation with the Department of Human Resources can make the final choice based on the selection criteria.

Buddy Responsibilities

In assisting a new employee acclimating to AUBMC, a buddy serves as a valuable resource by building a trustworthy relationship and maintaining confidentiality.

Responsibilities include:

- Guiding the employee especially during his first week.
- Providing additional information and clarifications regarding policies, procedures, and benefits.
- Familiarizing the employee with AUBMC's culture, norms, and unwritten guidelines.
- Introducing the employee to his colleagues in the department and throughout AUBMC.
- Accompanying the employee out for lunch with colleagues whenever possible to ensure his/ her integration within the team.
- Encouraging the new employee.
- Taking the employee on an expanded tour of the workplace and campus.
- Answering questions and referring the employee to the appropriate resources.