



## **Buddy System**

Research shows that providing a new employee with a buddy helps reduce the initial uncertainty faced by a person who is new to the organization. A buddy helps the employee feel welcome and, ideally, affirms the employee's decision to join TCNJ.

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## **New Employee Onboarding: Buddy Program and Guidelines**

### **What is a Buddy?**

A buddy is a team member who partners with a new employee during the employee's first three to six months on the job. Buddies offer advice, resources, and guidance regarding the day-to-day aspects of working in the department, and at TCNJ. They may also offer encouragement and suggestions as they introduce the new employee to the TCNJ culture.

### **Why have a Buddy?**

Assigning a buddy provides the new employee with a trusted and motivated person who will help the new member of our community feel welcome.

### **Hiring Managers**

You have the responsibility for selecting a buddy for your new employee. Selection should be based on the following characteristics. The buddy:

- Demonstrates of high performance
- Is willing and able to be accessible to the new employee
- Is skilled or knowledgeable about the new employee's job
- Is proud of TCNJ and the department
- Is a peer of the new employee
- Has patience, and good communication and interpersonal skills
- Wants to be a "buddy"
- Is a role model and well regarded and respected by team members
- Has been selected in advance and understands "buddy" responsibilities

### **Buddy Responsibilities**

- Be a contact for general information on policies, procedures, work rules, norms, and day-to-day operational issues
- Helps the new employee integrate with the department and organization relative to TCNJ's mission, vision, values, and expectations
- Makes introductions and helps establish networks
- Establishes rapport and provides open, positive communication, respecting confidentiality
- Follows up with the new employee on a weekly basis. This may include meeting for lunch, brief chats and/or accompanying the new employee to meetings of which both are participants



**Formal Relationship: 3 months**

- Day One: meets the new employee on the employee’s first day of employment
- Weekly meetings: 15 minutes in duration, or longer, as needed
- Call/email questions as needed: Buddy to set acceptable parameters

**Informal Relationship: 3 to 6 months, or longer**

- The buddy can provide continued support beyond the initial 3 months if desired by both the buddy and the employee.

**What a Buddy is Not**

- **Mentor:** Someone, typically more experienced, who is involved with the overall development of an individual (personal and professional).
- **Manager:** Someone responsible for the employee’s job performance and development. The manager resolves work-related issues.

**Having a Buddy is a Winning Solution**

Buddying up offers significant benefits to the new employee, the buddy, and TCNJ:

Buddy Benefits	New Employee Benefits	TCNJ Benefits
Recognition as a strong performer	One-on-one assistance	Increased employee satisfaction and retention
Expanded network	Jump-start on networking	Increased employee communication
Opportunity to encourage and engage others	Single point-of-contact	Enhanced employee development
A fresh perspective	Knowledge of “how things really get done.”	Enhanced quality work processes
Enhanced leadership and communication skills	Smoother acclimation and onboarding period	Increased employee productivity