

Buddy Checklist

When a new employee is recruited, the Appropriate Administrator may choose to assign a Buddy to partner with the new employee during their first few weeks on the job. The Buddy’s role is to help familiarize the new employee with campus norms and culture.

The Buddy-Employee relationship is casual and informal, and should be tailored to accommodate the level of engagement desired by both parties. It is intended to pair a knowledgeable and motivated employee with an eager new hire to facilitate integration into the HSU community. While primarily responsible for offering advice and guidance regarding the day-to-day aspects of working at HSU, the Buddy may also offer their perspective on myriad campus practices, policies, and culture. At a minimum, the Buddy should be accessible to the new employee (via email or telephone) and be responsive when asked for assistance or guidance.

Please complete following items as thoroughly as possible to ensure a smooth and welcoming transition for the new employee.

New Employee Information

Name: _____	Position: _____
Start Date: _____	Email: _____
Phone: _____	Supervisor/Lead: _____
Administrator: _____	Dept. Contact _____

First Day/Week of New Employee Start Date

- **Communicate with hiring department** Communicate with the Department Contact and convey your expected level of engagement with the new employee.
 - Receive new employee’s contact information
 - Indicate your willingness to facilitate any onboarding tasks, perhaps in conjunction with a campus tour (e.g., walking down to Facilities to pick up keys/keycard; walking through Student Business Services and stopping off at cashier for parking permit; giving a tour of the library and visiting the ID card office).

This checklist item may be a shared responsibility between the following roles: Appropriate Administrator and/or Lead, Department Contact, and Buddy.

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- **Contact employee** Establish contact & arrange to meet employee at the end of first day/week to answer any questions.

 - **HSU Resource Guide** Introduce the new employee to HSU's Resource Guide on the *"Welcome to Humboldt"* website (work in progress; planned for future release).

This checklist item may be a shared responsibility between the following roles: Department Contact and Buddy.

- **Campus Tour** Show the new employee around campus, hitting all the areas you feel are important, and explain *why* they are important. As noted above, check with the Department Contact to see if there are any onboarding tasks you can (and are willing to) help complete while on a brief tour. Suggested topics of conversation during the tour include:
 - Where to park
 - Where to eat
 - Where to walk (trails)
 - Sports events
 - Employee fitness classes
 - Tune in at Noon series
 - Center Arts
 - Center Activities
 - The Quad
 - Bookstore
 - Student Recreation Center
 - Library
 - Discuss HSU news and event topics
 - The myHumboldt Portal
 - University Notices
 - The Lumberjack
 - Events Calendar
 - Green & Gold Calendar
 - Discuss how to access common computer systems
 - The myHumboldt Portal
 - Gmail
 - PeopleSoft
 - SkillPort (required training)