

## Buddy – Adaptation Guide

### Who is Buddy?

An experienced member of the team who acts as a guide and helps a new employee to integrate smoothly and quickly into their job responsibilities and faculty events for the first 3 months (usually the probationary period) or longer. He or she offers advice, information and guides the newcomer through the day-to-day operational issues. Helps to introduce the newcomer to the faculty culture and customs and to involve him/her in social and informal activities (e.g. lunches, joint events, departmental/unit activities, etc.).

The immediate supervisor is still responsible for the employee's adaptation process and should determine before the employee starts which activities in the adaptation process he/she will carry out and which will be carried out by the buddy, i.e.

- The employee should be welcomed on his/her first day at work,
- showing the employee around the workplace,
- introducing the employee to his/her closest colleagues, giving the employee a detailed introduction to the job,
- ongoing conversations with the employee to clarify the job description, check that the objectives are being met, etc.

### Why is buddy involved in the adaptation of newcomers?

A trusted and motivated buddy makes the newcomer feel welcome in the workplace and reassures the newcomer that their decision was the right one for the position and the employer. It helps reduce the initial confusion and uncertainty that all new employees face. The newcomer's support helps him or her to gain job skills faster and contribute to the workplace's outcomes, which increases his or her confidence in the new position. Buddy is also supported by his manager by freeing his hands and giving him the space to focus on the important areas of the job.

### Buddy's roles and responsibilities

- He is the point of contact for issues related to day-to-day operational matters.
- Establishes and maintains a friendly relationship with the newcomer, providing space for open and positive communication and maintaining confidentiality.
- Introduces the newcomer to key people and assists the newcomer in establishing working relationships.
- Meets with the newcomer at regular informal meetings, which may include, for example, lunch together, a short chat, accompanying the newcomer to meetings, etc.

### What is the right buddy?

The leaders are responsible for choosing the buddy. A buddy should have the following qualifications:

- Is willing and able to be available to the newcomer.
- He or she is stable and high performing, leads by example, and is respected by the people on the team.
- Has knowledge and skills related to the new employee's job.
- Is patient, has good communication and interpersonal skills.

### Who is not a buddy?

A buddy is not a mentor or a supervisor.

- Mentor - someone usually more experienced, involved in the overall development of the employee (personal and professional).
- Supervisor - someone who is responsible for the performance and development of an employee, addressing work-related issues and problems.