

UBC OKANAGAN BUDDY PROGRAM
Schedule of Activities

Activity Timeline	Activity	Responsible Person	Status / Comments
BEFORE the new employee arrives	New Employee's Supervisor to arrange a Buddy <u>before</u> employee starts	Supervisor HR	
	Preparation <ul style="list-style-type: none"> • Confirm availability • Connect with Supervisor in preparation • Provide Buddy Program 'schedule of activities' 	Supervisor	
WHEN the new employee arrives	Introductions <ul style="list-style-type: none"> • Introduction by Supervisor 	Supervisor	
	Department Overview <ul style="list-style-type: none"> • Introduce new employee to co-workers in department • Provide a department tour of workspaces and amenities** <ul style="list-style-type: none"> ○ Kitchen/common areas ○ Washrooms and other facilities ○ First Aid/Emergency exits 	Supervisor Buddy	
	Equipment/Tools Provide the new employee in use of equipment/tools such as; phone (voice mail), email, photocopier, alarm, UBC systems etc.	Buddy	
	Welcome Lunch Accompany new employee to lunch or at a minimum ensure that new employee is not left on her/his own at lunch	Supervisor/Buddy	
	Taking Care of Essentials As necessary, walk over with employee to Parking Office and Library and to receive employee card	Buddy	
First few weeks	Department Orientation Confirm with employee that s/he has completed traditional onboarding activities, for e.g., benefits sign on, safety (if applicable), etc.	Supervisor	
	Workplace Operations/Traditions/Policies <ul style="list-style-type: none"> • If applicable, provide a schedule of department meetings • If appropriate, invite new employee to join you in meetings with clients/other departments 	Supervisor	

UBC OKANAGAN BUDDY PROGRAM Schedule of Activities

	<p>Making Connections Introduce new employee to co-workers outside of the department, by:</p> <ul style="list-style-type: none"> • Attend a Pit Stop • Participate in campus-wide learning events • Join a walking group • Attend lunch & learns 	Buddy	
1 st Month	<p>Touching Base Touch base regularly with the new employee, even if for just a few minutes</p>	Buddy	
	<p>Experience UBC Okanagan Accompany employee to UBCO event (would vary depending on time of year. Some examples include staff barbeque, Health and Wellness event, and town hall meetings, etc.</p>	Buddy	
2 nd Month	<p>Touching Base Touch base regularly with the new employee, even if it be for just a few minutes</p>	Buddy	
	<p>Professional Development Direct employee to sources/links that would have the following information:</p> <ul style="list-style-type: none"> • Courses/programs that are eligible for professional development funding • Tuition waivers and approval process • Resources available via MOST, Continuing Studies, etc. • One-on-one Coaching 	Supervisor Buddy	
3 rd month	<p>Experience UBC Okanagan Accompany employee to campus-wide event; Family fun day, Thrive, Staff Sports Day, Celebrate the Season events, Distinguished Speakers Series, etc.</p>	Buddy	
	<p>Touching Base Touch base regularly with the new employee, even if it be for just a few minutes</p>	Buddy	