



<b>Buddy Position Description</b>
<p>A Buddy's primary purpose is to support the successful integration of a new co-worker within their first 90 days in the department. The Program is intended to <i>enhance</i> the orientation process and not <i>replace it or the role of the employee's supervisor</i>.</p>
<p><b>Program goals:</b></p> <ul style="list-style-type: none"><li>• Provide a department-specific welcome to the new employees</li><li>• Enhance the connection and minimize the isolation for new employees</li><li>• Enable new employees to adjust to their jobs and work environment and to support a positive work attitude and motivation at the onset</li><li>• Provide 'just-in-time' answers</li></ul>
<p><b>Buddy Responsibilities:</b></p> <p>Over the course of the first three months, the Buddy works closely with the hiring manager to:</p> <ul style="list-style-type: none"><li>• Provide a department-specific welcome to the new employee (checklist #)</li><li>• Help the new employee familiarize herself/himself with UBCO and the department</li><li>• Provide 'just-in-time' support relating to the job</li></ul>
<p><b>Time Commitment:</b></p> <p>Recommended: a couple of hours per month, during and outside work hours and as agreed upon by the Supervisor and Buddy.</p>
<p><b>Buddy Attributes:</b></p> <ul style="list-style-type: none"><li>• Has working knowledge of the department</li><li>• Demonstrates positive attitude, is patient and has strong interpersonal skills</li><li>• Can encourage others to become involved</li><li>• Maintains confidentiality</li></ul>
<p><b>Support Provided:</b></p> <p>Within the department, support is provided through <i>one or a combination</i> of the following individuals</p> <ul style="list-style-type: none"><li>• Department Supervisor and/or Manager</li></ul>