Please take a moment to recall your first day in this organisation and the experiences you had with your designated Buddy?

- What key elements made this a positive / negative memory?
- What things can you do as their “Buddy” and what things can you influence, to create a positive impact?
On their first day

- Make them feel welcome, greet them warmly
- Take them to their supervisor and ensure they make contact.
- Introduce yourself to their supervisor and explain your role. Leave your contact number with both and encourage them to call if they need to.
- Make a time that afternoon to call them and ask them how their first day has gone and ensure they are right to go tomorrow morning.
Within a week

- Make a time within one week of today to meet them for a coffee downstairs to chat and answer any extra questions.
- Make them aware of this and encourage them to write down questions.

Ongoing

- Lock times in your diary to drop them an e-mail and/or call them at least twice over the next two months to catch up.
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- **Behaviours**
  - Don’t share war stories in the first few days, keep positive
  - Reaffirm their choice to join this organisation in this interim period
  - Treat their questions/ comments confidentially
  - Try and anticipate some of the things you know they may ask but don’t overflow them with information in the first 30 seconds, **space it out** with regular contacts instead.
  - **Introduce them** to those who you know in the office wherever possible