



## Buddy Checklist

### Before New Team Member Starts

- Work space clean, including computer, phone, trash can, etc.
- E-mail address from Payroll Coordinator
- Set up mailbox
- Get copy of department handbook (if applicable)
- Arrange for any welcoming items or events (door sign, welcome reception, etc.)

### Week One

- Meet, greet on day one
- Walk around and tour key areas of the facility
- Show workspace/desk
- Introduce new staff member at meetings, breaks, lunch, etc.
- Review UW communication avenues:
  - Mailbox
  - E-mail
  - *UWeek*
  - Internet
  - Staff/department/unit meetings
  - Other regularly-scheduled key meetings
  - Department newsletter
- Explain regular hours, break times
- Paydays are the 10<sup>th</sup> and 25<sup>th</sup> of each month; direct deposit is encouraged
- Show how to check e-mail
- Show how to use phones and check voicemail
- Have lunch with new staff member on day one
- Explain use of refrigerator, oven, microwave, dishwasher; we all clean up after ourselves; recycling
- Fire alarm and evacuation procedure
- Review and clarify all appropriate safety procedures
- Review the "Table of Contents" of welcome/department orientation handbook (if applicable); encourage new staff member to read entire handbook when he or she has time
- Show how to use Employee Self Service on the Web and MyUW
- Review all office equipment (photocopier, fax machines, etc.) and ordering of supplies



### During the Remainder of Month One

- ❑ Schedule a 15-minute meeting once a week with new staff member to check in on “how it’s going,” etc.
- ❑ Review what has already been covered in the above checklist

### Month Two

- ❑ Continue to hold the weekly meetings, reviewing what has already been covered and adding new topics as needed.
- ❑ Department events—inform staff member of department business and social events; make sure staff member knows family is welcome if appropriate
- ❑ Remind staff member of advantages of working at UW, e.g., employee discounts/perks, IMA and wellness program, educational and cultural events and activities, etc.
- ❑ POD conducts New Employee Coffee Hour once or twice a quarter; employee is strongly encouraged to attend (buddy can attend with the new employee)

### Month Three

Continue to hold meetings—at least every other week. Review all that has been covered

### At the End of Six Months (evaluation/trial period, if applicable):

- ❑ If/when new staff member successfully completes trial period, insure that this gets announced at the next staff meeting.
- ❑ Buddy relationship may continue informally as desired or needed.