

# NEW EMPLOYEE ONBOARDING BUDDY GUIDELINES



## **Braves Buddy Program Overview:**

The Braves Buddy program is designed to help new employees become familiar with the UNCP work environment, systems, and processes and enables new employees to become productive contributors of the UNCP workforce immediately. The Braves Buddy will welcome the new employee on day one and continue to play an active role in orienting the new hire to the department, the university, and the community.

## **Braves Buddy Selection Criteria:**

New hires are assigned a Braves Buddy during the onboarding process. Supervisors are responsible for selecting a Braves Buddy for their new employee. Selections should be based on the following characteristics:

- Demonstrates strong performance
- Is given time to be accessible to the new employee
- Is skilled in/has knowledge of the new employee's job
- Is knowledgeable about UNCP's culture and organization structure
- Is proud of UNCP and his/her contributions
- Is a peer of the new employee
- Has patience and good communication and interpersonal skills
- Wants to be a Braves Buddy and is not expecting additional compensation for this role
- Is well regarded and respected by current employees

## **What is a Braves Buddy?**

A Braves Buddy is someone who partners with a new employee during his/her first few months of employment. While primarily responsible for offering advice and guidance regarding the day-to-day aspects of working in the assigned department, and helping the new employee acclimate to UNCP, the Braves Buddy may also offer encouragement and knowledge resources, as they help introduce the new employee to the UNCP culture and community.

## **Key Characteristics of a Braves Buddy:**

**Communicator:** Encourage open communication. The Braves Buddy should provide relevant information to the new employee and encourage a process of continued, self-directed learning.

**Role Model:** Be a model employee and exemplify UNCP values.

**Motivated:** Have a positive outlook on his/her work and use that perspective to help build self-confidence and loyalty in the new employee. The Braves Buddy should lead by example.

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Strong Performer: Help guide the new employee based on experience and knowledge obtained in the work environment.

## **Why Have a Braves Buddy?**

The purpose of new employees being assigned a Braves Buddy is to help welcome employees and reaffirm their decision to join UNCP. It provides new employees with a reliable, motivated, single point-of-contact for their basic questions regarding their work experience at UNCP. It also helps establish orientation as a process, rather than a single learning event. Other advantages include:

- Builds on the knowledge obtained in the New Employee Onboarding and department orientation
- Enables new employees to become knowledgeable about department practices and organizational culture in a shorter period
- Ensures that routine questions regarding basic operational issues are dealt with expeditiously
- Reduces the initial confusion and uncertainty faced by all new employees
- Maximizes the productivity of supervisor/new employee meetings by allowing them to focus on job- specific issues
- Increases the new employee's self-confidence allowing him/her to focus on adding value to the organization

## **What the Braves Buddy Expects from the New Employee:**

- The new employee will receive constructive criticism in good spirit
- The new employee will display a "coachable" attitude
- The new employee will display an eagerness to learn

## **What a Braves Buddy is Not:**

A Braves Buddy is not required to assume any of the following roles:

Mentor: Someone, typically more experienced, who is involved with the all-around development of an individual (personal and professional).

Manager/Supervisor: Someone responsible for the new employee's job performance. If questions arise regarding performance, disciplinary or policy matters, the Braves Buddy is free to give his/her opinion and advice on how to approach the situation. However, he/she is not in a position to resolve the matter. The new employee must be directed to their manager/supervisor for resolution of the relevant issue(s).

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## Braves Buddy Responsibilities:

- Contact and meet with the new employee on Day 1
- Establish a rapport with the new employee
- Have lunch with the new employee occasionally
- Act as an informational resource on policies and procedures
- Help socialize the new employee to UNCP and department guidelines, norms and culture
- Answer general/routine questions
- Make introductions
- Ensure an open communication with the new employee, respecting confidentiality
- Meet with the new employee regularly during their first few months (5-15 minute meetings)

## Having a Braves Buddy is a Win/Win/Win Scenario

The Braves Buddy program offers significant benefits to the new employee, the Braves Buddy, and UNCP:

Braves Buddy Benefits	New Employee Benefits	UNCP Benefits
Recognition as a strong performer	One-on-one assistance	Increased employee motivation, retention and morale
Expanded network	Jump-start on networking	Increased employee communication
Opportunity to motivate others	Single point-of-contact	Enhanced employee development
A fresh perspective	Knowledge of "how things really get done"	Shared quality work processes
Enhanced leadership and mentoring skills	A smoother acclimation period	Increased employee productivity