



EMPLOYEE ONBOARDING

BUDDY

CHECKLIST

Before Day One

Preparation

- Read the Buddy Guidelines
- Receive information about your new hire
- Check LinkedIn to familiarise with the new hire
- Schedule a time for lunch on the first day

Day One

Preparation

- New hire welcome gift and desk decorated

In the morning

- Greet new hire and explain your role as their buddy
- Ensure they have the contact details of relevant people
- Tour the office & share any tips about handy locations
- Introduce new employee to other colleagues & explain roles

In the afternoon

- Take new hire out for lunch with their new department
- Go through any OH&S procedures that are relevant
- Check they are comfortable with the phone/VOIP system
Go through accessing the new hire's computer and internet

First Two Weeks

Preparation

- Schedule in time to check-in everyday
- Confirm content schedule for the new hire
- Confirm meetings with department heads

Tasks

- Check-ins with new hire everyday
- Invite new hire to up coming staff event
- Show how to setup their calender
- Show them how to use the coffee machine
- Show them the kitchen facilities
- Familiarise new hire with the surrounding area for parking and lunches

Things to discuss during the onboarding journey

- Clarify any safety procedures
- Go over any technology used & system quirks
- Kitchen roster and etiquette
- Social club and external events
- Company culture and values
- Social responsibility and sustainability policy
- Social conscious activities and donations
- Employee wellbeing program
- Flexible working arrangements
- Employee rewards system
- Privacy policy and compliance
- Find out their favorite song and snack

First Month

Tasks

- Source the employee's their favourite snack with a thank you card (for 1 month anniversary)
- Include new hire in social events, team lunches & networking opportunities

Things to discuss during the onboarding journey

- Highlight the company benefits
- Any questions from the department meetings
- Focus on the importance of company culture

Follow-up

- Ensure all relevant departments have been met with
- Help with any provisioning or office supplies

First 90 Days

Connect

- Meet each week for half hour to connect
- Celebrate 3 month anniversary (or end of probationary period) & play favorite song

Follow-up

- All new hire onboarding tasks are complete
- Both buddy and new hire fill out survey
- Update team leader of new hire's progress if necessary

Onboard employees with ease & create amazing experiences!

Learn more about HROnboard at:

hronboard.me

