



TENNESSEE STATE UNIVERSITY

Action Items for Buddy

Employee: _____

School/Division: _____

Supervisor: _____

Department: _____

Start Date: _____

Before New Team Member Starts

- Work space clean, including computer, phone, trash, etc. has been set up
- Set up mailbox - if one exists
- Get a copy of departmental handbook (if applicable)
- Arrange for any welcoming items or events (door signs, welcome reception, etc.)

Week One

- Meet and greet on day on
- Walk around and tour areas of the facility
- Show work space/desk
- Assist new employee with any questions he or she may have
- Introduce new employee at meetings, breaks, lunch, etc.
- Assist the new hire with understanding of acronyms typically used in your department.

During the remainder of the 1st month

- Have informal check-ins with new staff member to see "how it's going" for them
- Review what has already been covered in the above checklist if necessary

At the end of the 1st month

- Buddy relationship may continue informally as desired or needed