**Role of the Buddy in the Induction Process**

**What is a buddy?**

A buddy provides informal guidance to the new start on the culture and social norms of the area or team.

Typical tasks assigned to a buddy might include:

* showing the new start around the building
* explaining how to gain entry/exit to the building
* talking about the customs/routines of the department
* pointing out catering or other facilities
* accompanying the new start to lunch on their first day
* introducing the new start to people that they might not come into contact with as part of their role, but who they are likely to meet around the office.

Any questions about the new start’s appointment or formal arrangements within the area (for example performance expectations and standards, training, or the arrangements for personal appointments during working hours) should be directed to the new start’s line manager.

If the buddy works in the same team as the new start, it may be that they deliver some sessions of role-related training. If so, this should be clearly indicated as training in the new start’s induction programme.

Although the role of the buddy mainly comes into play during the first few weeks of employment, it is a relationship that can exist throughout the new start’s employment and should not be time limited.

**Why have a buddy?**

* A well-briefed and enthusiastic buddy can help the new employee to feel welcomed and will allay some of the nerves that accompany a new job.
* A buddy can provide the new start with an informal support and social network and a starting point for general queries.
* In turn, the buddy will have the opportunity to develop their skills in communication and to share the their experience and knowledge.

**Who is best placed to be a ‘buddy’?**

A buddy is usually an experienced member of staff on the same or similar grade as the new start, preferably in a similar type of role.

They should ideally be in the same team or department as the new start, though in the case of small departments, this may not necessarily be the case.