



‘Buddying’ for new starters

1. What is buddying?

- 1.1. Buddying is assigning a member of staff to act as a first point of contact for a new starter while they are settling into their role. The new starter should be introduced to their buddy on their first day.

2. Benefits of buddying for new staff

- 2.1. Assigning a buddy to a new member of staff can really make a difference to the success of their induction. Having a buddy gives a new member of staff a friendly face they know they can seek support from in terms of explaining how things work and answering questions. This can help them to settle into their new role more quickly, and reduce the chance of them feeling isolated or unsupported. Acting as a buddy also provides a good developmental opportunity for existing members of staff, giving them the chance to develop their communication skills and share their knowledge and experience.

3. The role of the buddy

- 3.1. This is to provide informal support and guidance to a new member of staff, which may include, but not necessarily be limited to:
- showing the new member of staff around the department, and also the wider campus;
 - accompanying the new member of staff for lunch on their first day;
 - facilitating networking by introducing the new member of staff to other colleagues around the department, or by being able to answer the question “Who was that?”;
 - helping the new member of staff understand any particular local working practices and activities;
 - answering day to day questions that may not necessarily be about the new member of staff’s job role; and
 - being available to provide information and guidance in a friendly, supportive, confidential and non-judgemental manner.
- 3.2. The role of the buddy does not include:
- planning the new starter’s induction;
 - answering questions about contracts of employment;

- setting performance expectations and monitoring them; or
- arranging training for the new starter.

These activities remain the responsibility of the new starter's line manager.

4. Who should be the buddy?

- 4.1. The buddy should be someone who is experienced in the role the new starter is undertaking, and preferably from within the same team. The individual should be enthusiastic and engaging, and should also be trusted to be supportive to the new member of staff. They should be aware of the induction plan for the new starter and should be available to answer any questions the new member of staff has. The buddy should not be the new starter's line manager.

5. Practical considerations

- 5.1. It is important that the buddy's line manager is consulted and agrees to the arrangement, to ensure that the role fits in with the demands of the buddy's job. The proposed buddy should be consulted about becoming a buddy, including outlining their responsibilities within the role, before they are confirmed as a buddy to the new starter.