

Onboarding: Buddy Guidelines

Welcome as an IFI buddy! 😊

As an appointed buddy for a new employee at IFI you should cover reception, integration and socialization during the first three months.

What is a buddy?

A buddy is a friend who helps a new colleague during his/her first 3 months of employment. A buddy is primarily responsible for offering guidance and support regarding the day-to-day aspects of working at IFI. The buddy may offer encouragement and knowledge resources and help introduce the new colleague to the IFI culture. Key characteristics of a buddy include:

- **Communicator:** A buddy should encourage open communication. The buddy should provide relevant information to the new employee and promote a process of continued, self-directed learning.
- **Role Model:** The buddy should be a model employee and exemplify IFI values.
- **Motivated:** The buddy should have a positive outlook on his/her work and use that perspective to help build self-confidence in the new employee. The buddy should lead by example.
- **Strong Performer:** The buddy can help guide the new employee in many situations based on his/her experience and knowledge obtained in the work environment.

Why have a buddy?

The purpose of new employees having a buddy is to help welcome employees and reaffirm their decision to join IFI. It provides new employees with a reliable, motivated, single point-of-contact for their basic questions regarding their work experience at IFI. Other advantages of having a buddy include:

- Enable new employees to become knowledgeable about department practices and organizational culture in a shorter period
- Ensure that routine queries regarding fundamental operational issues are handled efficiently
- Reduce the initial confusion and uncertainty faced by all new employees
- Maximize the productivity of manager/new employee meetings by allowing them to focus on job-specific issues
- Help build self-confidence in the new employee and enabling him/her to focus on adding value to the organization
- Introduce the new employee into the social environment of IFI

Buddy responsibilities

- Contact and meet with the new employee and answer general/routine questions
- Make introductions
- Have lunch with the new employee regularly



- Act as an informational resource on policies and procedures
- Help socialize the new employee to IFI's guidelines, norms, and culture
- Ensure open communication with the new employee, respecting confidentiality
- Follow up with the new employee on a weekly basis

The buddy does not have a formal responsibility for the employee.

Tips for Buddies

- Don't worry about being perceived as the expert. Focus your attention on the new employee
- Be patient: Don't try to cover everything right away
- Be positive: New employees will grow into their roles if given proper reinforcement
- Don't try to force a relationship
- Try to identify the new employee's personality and communication style and adapt accordingly
- Don't be judgmental. Offer feedback
- Maintain a good attitude and a teaching spirit

Benefits of being a Buddy

- Strengthen and contribute to the IFI culture and social working environment
- Recognition as a strong performer
- Expand network
- Opportunity to motivate others
- A fresh perspective
- Enhanced leadership