

BUDDY PROGRAM ORIENTATION CHECKLIST

| Activity | Supervisor | Employee | Buddy | Completion |
|---|------------|----------|-------|------------|
| First Day | | | | |
| Assigned a Buddy | ▲ | ▲ | ▲ | |
| Introduced to Immediate work Group | ▲ | ▲ | | |
| Introduced to Dept Administrative Personnel & Safety Adviser | ▲ | ▲ | | |
| Oriented to work station | ▲ | ▲ | ▲ | |
| Shown location for office equipment, supplies and lunch areas | | ▲ | ▲ | |
| Informed of work hours/schedule expectations/lunch/ coffee breaks/ washrooms/dress requirements and absence/leave reporting | ▲ | ▲ | ▲ | |
| Obtain keys, UBC ID card, parking permits and other security access items (Lani Collins) | | ▲ | ▲ | |
| Tour of campus, where to purchase food etc | | ▲ | ▲ | |
| Taken for lunch or coffee | ▲ | ▲ | ▲ | |
| Given Departmental phone list | | ▲ | ▲ | |
| Given Departmental organizational chart | | ▲ | ▲ | |
| Given Campus Map | | ▲ | ▲ | |
| Days 2 through 7 | | | | |
| Review position description and had a conversation about expectations | ▲ | ▲ | | |
| Complete Safety Orientation Checklist | ▲ | ▲ | | |
| Understand relationship between department and institution of UBC | ▲ | ▲ | ▲ | |
| Review first-week of schedule of activities | ▲ | ▲ | ▲ | |