Carleton UNIVERSITY
Canada's Capital University

NEW EMPLOYEE ORIENTATION
Phase 2: Departmental Introduction – Buddy Checklist

As a Buddy to a new Carleton employee please use this list to guide you through some simple but very helpful orientation activities.

Make Introductions	▪ colleagues	▪ people in other departments that he/she will need to interact with on a regular basis
Tour the Facilities	▪ their workstation ▪ washrooms ▪ stairs ▪ elevators ▪ tunnels	▪ mail delivery ▪ other departments in your building ▪ campus tours ▪ make sure they have a campus map
Equipment	▪ phone ▪ voicemail ▪ photocopier	▪ how to log on (network, email, etc.) ▪ who to call for assistance (phone, computer problems, etc.)
Office Supplies	▪ fax ▪ copier ▪ supplies	▪ mail slots ▪ managers office
Information	▪ Carleton website ▪ department files	▪ department phone directory ▪ team member list
Safety	▪ fire extinguishers ▪ fire exits ▪ first aid supplies	▪ building security ▪ emergency numbers
Food services	▪ coffee ▪ on-campus cafeterias and restaurants	▪ use of fridge, microwave, etc.
General	▪ fitness centre ▪ parking ▪ OC Transit	▪ bicycle parking ▪ the tunnels ▪ smoking areas and regulations

NOTE: Some of these items may not apply to all departments. Departments may wish to customize the list for their use.

Congratulations! You have been selected to play an important role in welcoming a new team member. Your role involves providing support to the new employee by:

- Helping the person become more familiar with our work environment, culture and policies
- Acting as a contact for day-to-day questions that the new employee may have
- Helping the person learn more about our organization and how we operate
- Helping establish good working relationships with others, and directing him/her to the appropriate resources.

If you have any questions about the New Employee Orientation program, please contact Human Resources.

Human Resources
Carleton University
507 Robertson Hall
www.carleton.ca/hr

Here are some things to consider as you work with the new employee:

Checklist. Use the Buddy Checklist to make sure you cover the basics of what the employee will need to know about their new environment.

Introductions. As you introduce him/her to other employees, be careful not to express opinions about these people. New employees should be permitted to form their own opinions about their coworkers.

Socializing. Do you regularly have lunch or coffee with co-workers? Invite the new employee along to help him/her get to know others and to feel included.

Supervision. The role of Buddy and supervisor do not overlap. The supervisor will set job expectations and oversee their work, while your role is to help the employee integrate into the new environment.

Organization Jargon. Explain what terms and acronyms mean.

Information Overload. Try not to overwhelm him/her with too much information. You may want to space your meetings with the person out over a several days, to give him/her time to process everything.

Patience. Try and remember what it was like to be a new employee in a new environment. It takes time for the person to get to know names and where things are (even the washrooms) so be as patient and supportive as possible.

Check-In. Contact the new employee on a regular basis, in person ideally or by phone or email. Ask how things are going and ask if they have any questions.

Timeframe. There is no set time for your role as a Buddy to end. Typically, once a few weeks have gone by, the role of employee Buddy will naturally wind down as the employee integrates and begins to feel more comfortable in his/her new environment.