

The Buddies Guide to Welcoming a New Colleague

1) Before Day One

- Talk with the new team member's manager to understand their role and ask the manager how they need you to support.
- View the University's Values and Behaviours so you can demonstrate them.

2) Welcome & Introduction

- Greet the new member of staff personally.
- Explain who does what on the team and how and the channels in which people communicate.
- Offer a catch up at the end of their first week and answer any questions they may have.

3) Weeks One - Four

- Continue to check in weekly.
- Introduce them to relevant colleagues outside your immediate team.
- Support on University Systems or share who can support with them like IDG.

4) Helpful Conversation Starters

- What's the one thing you're most excited about working on?
- What's your biggest challenge so far?
- Are you finding everything you need to carry out your tasks?
- Is there anything I can support you with?

5) Activities to Share

- Take a walk around campus and share places/buildings they may appreciate.
- Walk them through the office and highlight rooms/spaces that are useful.
- Share any University wide events and offer to attend together.

6) Being a Great Buddy

- Be Accessible & Responsive:** Make yourself available and respond promptly to questions.
- Listen Actively:** Let them express concerns or ask questions freely without judgment.
- Keep it Informal:** The relationship should feel relaxed and supportive.
- Respect Boundaries:** Be mindful of their workload and personal space.