zavvy

A sample workflow for your Buddy Program

To get started, write down the answers to the questions below. (Sample answers are in bullet points)

☐ **What is the purpose of the buddy program?**
- To help orient new employees
- To improve retention, satisfaction, and productivity
- To provide support in remote-first settings

☐ **How will it work?**
- Match new hires to buddies
- Ensure regular meetings
- Loop in managers
- Collect feedback from new hires, buddies, and managers

☐ **What filters will you apply to choose the right buddy?**
- Must have at least a year's worth of experience
- Enthusiastic, skilled, and willing to help new hires

- Strong job performance history
- Strong interpersonal skills
- Strong communication skills
- Has time to prioritize orientation

☐ How many buddies should be assigned to a new hire?
  - 1:1 buddy program (most common) or three buddies inspired by Buffer's buddy program

☐ What should buddies do with new hires?
  - Learn more about new hires through their CV and the hiring manager
  - Prepare their workplace for them
  - Help them set up their systems
  - Introduce them to the team
  - Include them in social situations
  - Share company values and vision
  - Share unstructured knowledge
  - Encourage them to be their authentic self at work
  - Encourage them to think strategically

☐ How long will the buddy program run?

- As long as onboarding lasts - 90 days, a year or forever like Google does
- Indefinitely in remote settings