



Sample buddy program: Template for implementation

Create your simple and formal documentation

Use the questions in the sample workflow to create your documentation. Documenting the process and how your proposal should work is crucial for success. It clarifies the process and is useful when you want to revisit it to change what's not working.

Choose the onboarding buddies

Encourage employees to volunteer to become onboarding buddies by signing up on an internal site or sending you an email. Choose the most qualified buddies based on your set of filters and interview them to ensure a good fit.

Create a repository of topics buddies should cover with new hires

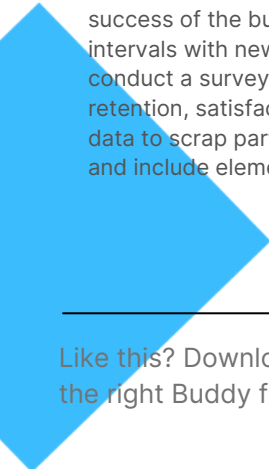
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Encourage knowledge sharing to improve current processes

Have buddies explain how processes work and ask new hires how they handled operations at their last role to gather feedback that can be used to make improvements to the current processes.

Evaluate the buddy program to fine-tune the process



The final and most crucial step is to measure the success of the buddy program—Check-in at regular intervals with new hires, buddies, and managers and conduct a survey to determine speed to productivity, retention, satisfaction, and general sentiment. Use this data to scrap parts of the process that are not working and include elements to improve the process.

Like this? Download our checklist [here](#) to selecting the right Buddy for your new hire!

