Buddy System Guidelines

The selection decision is just the beginning of rewarding working relationships. Providing employees with the tools to successfully acclimate to an institutional culture ensures immediate benefits for both managers/supervisors as well as employees. Buddy systems engage employees at a pace that is productive and effective for individual and team success. This tool is designed to give guidelines for using the Buddy system to meet the specific orientation needs of you and your team.

What is a Buddy?
A Buddy is someone who partners with an employee during their employment transition. The Buddy's role is to offer guidance and share experiences that support their new role and responsibilities at FIU.

Why use a Buddy system?
Buddy systems will help managers/supervisors:

- Develop a measurable and manageable orientation/transition plan (new hire, promotions, new assignments, succession planning, retirement, etc.)
- Clarify roles and responsibilities
- Organize what must be learned into manageable chunks
- Build teams
- Help your employees take responsibility for their own learning
- Support performance efficiency
- Encourage knowledge sharing and feedback among peers
- Maintain or create a fresh perspective

What is the role and responsibility of a Buddy?*
It is the responsibility of a Buddy to:

- Help create a welcoming environment
- Give tours of work area (fire exits, evacuation routes, restrooms, break rooms, etc.)
- Be a source for clarification of policies, procedures, and protocol
- Be patient and positive. Help develop role confidence
- Answer frequently asked questions to help lessen the tendency for role confusion and uncertainty
- Introduce colleagues and key University partners. Assist with building effective and productive networks
- Assist with training on key processes and procedures

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**What are the selection criteria for a Buddy?**

When choosing a buddy, you should opt to select a member of your team that consistently demonstrates:

- High performance: mastery and efficiency in job specific competencies
- Willingness to help others
- Accessibility to peers: well regarded and accepted by current employees
- Support of FIU Institutional mission and values
- Effective communication and interpersonal skills
- Ability to maintain confidentiality

*Buddies are not expected to be the “expert” or to create performance clones. Instead they should encourage style development. It is helpful for Buddies to listen carefully and establish what will be the best form of communication for everyone. Most importantly, Buddies should remember to always maintain a teaching spirit.*