together

The Complete Onboarding Buddy Program Checklist

Launching your onboarding buddy program is exciting! But before you unleash its magic, use this checklist to ensure a smooth and successful journey:

Before Launch

1 Define Program Goals

What do you want to achieve? (e.g., increased retention, faster onboarding, improved cultural integration)

Set SMART goals to track progress.

2 Identify Ideal Buddies

Friendly, knowledgeable employees with strong communication skills.

Positive attitudes and a genuine desire to help others.

Consider personality traits: empathy, patience, adaptability.

3 Recruit & Train Buddies

Create a clear selection process.

Provide comprehensive training:

- Mentoring basics
- Cultural sensitivity
- Program expectations
- Conflict resolution

4 **Develop Pairing Criteria**

Match based on: role, interests, personality, skill sets.

Utilize surveys/personality assessments for deeper insights.

5 **Create Communication Channels**

Set up clear communication avenues for:

- Buddies
- New hires
- Program coordinators
- Stakeholders (e.g., managers, HR)

During Program

1 **Schedule Regular Check-ins**

Individual check-ins (weekly/bi-weekly):

- Gather feedback
- Address concerns
- Ensure program effectiveness

Optional group check-ins for peer learning and support.

2 **Provide Resources & Support**

Offer access to:

- Training materials
- Mentorship resources
- Company knowledge bases
- Program coordinators (guidance & support)

Develop a system for escalating complex issues.

3 Organize Buddy Events

Encourage connection and knowledge sharing through:

- Social gatherings
- Team-building activities
- Informal coffee chats
- Virtual options for remote employees

4 Recognize Buddy Contributions

Show appreciation through:

- Public recognition
- Rewards (e.g., gift cards, team lunches)
- Dedicated appreciation events

Consider peer-to-peer recognition programs

5 Monitor Program Data

Track key performance indicators (KPIs):

- Participation rates
- Feedback scores
- Buddy-new hire engagement
- Program impact metrics (retention, onboarding completion)

Utilize data visualization tools for clearer insights.

Bonus Items

Involve senior leaders for program promotion and participation.

Create a feedback loop for program coordinators.

Leverage technology platforms to streamline communication, scheduling, and data tracking.

Integrate your buddy program with other talent development initiatives.

Use This Checklist To Make Your Onboarding Buddy Program Shine.