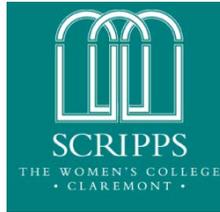
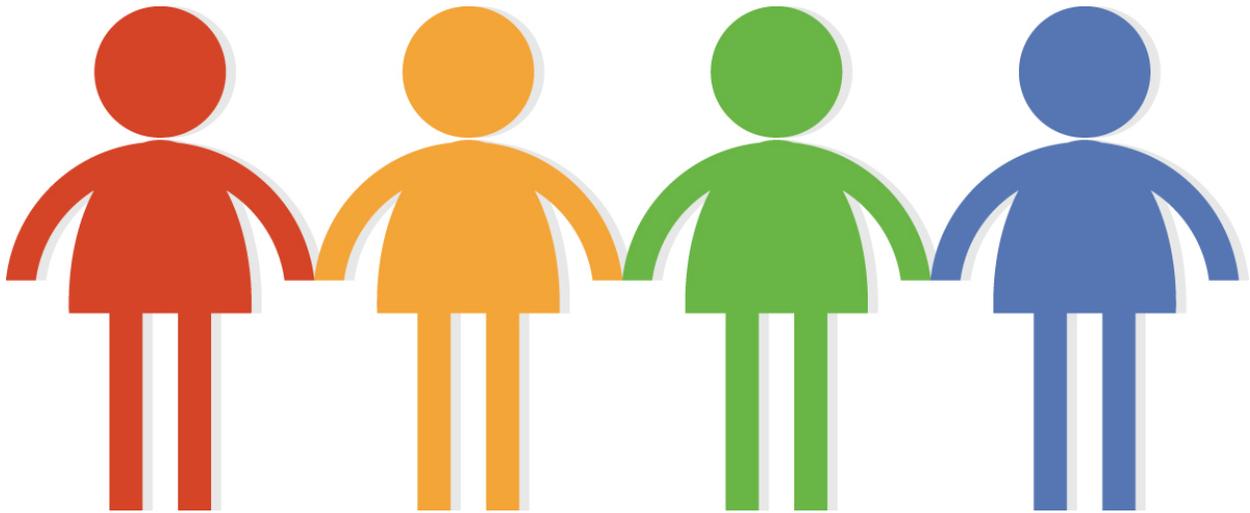


Scripps College



Buddy Program



What is a Buddy

A new employee's onboarding is greatly enhanced by assigning an office Buddy, a fellow employee (other than the manager) who provides advice and guidance on the different aspects of working at Scripps. A Buddy is also a "sounding board" who offers encouragement as the new employee acclimates to Scripps' culture and workplace.

Selection Criteria and Process

The successful Buddy is an employee who fully understands the Institute's culture and environment (has been at Scripps for at least one year) and wants to be a Buddy.

Additional criteria include:

- Time to be accessible and available to the employee
- Strong communication and interpersonal skills
- Exemplifies Scripps' values
- Patience and empathy
- Well regarded and trusted by others
- An employee from another department outside of the new employee's division

Individuals can volunteer to be considered as a Buddy or recommended by others. The hiring manager reaches out to managers in other divisions and identifies a buddy.

Buddy Responsibilities

In assisting a new employee acclimating to Scripps, a Buddy serves as a valuable resource by creating a trusting relationship and maintaining confidentiality.

Responsibilities include:

- Providing information on general policies and procedures (outside of the division)
- Identifying resources in the workplace
- Familiarizing the employee to Scripps' culture, norms, and unwritten guidelines
- Answering questions and referring the employee to the appropriate resources

Structure

Ideally, there is an informal, three-month relationship between the Buddy and the new employee. Toward the end of the three months, they can discuss if and how to continue their relationship outside of the structured Buddy role. On the employee's first or second day, introduce the Buddy and employee. This introduction is arranged by the hiring manager. Discuss the Buddy's role and responsibilities as well as the employee's needs, and answer any questions. Ensure that the Buddy and employee meet during the first week (ideally for breakfast or lunch, if possible). Suggest and then allow the Buddy and employee to decide on the frequency, length, topics, and method of interaction between the two of them. The structure will vary. What's important is that the arrangement is clearly defined and works for both the employee and the Buddy. Here is one suggested structure.

Week 1:

- Meet for an hour (over breakfast or lunch, if possible).
- Learn about each other's background, experience, interests, etc.
- Decide on the most important and relevant things to cover.
- Respond to any immediate questions employee may have.
- Agree on frequency, length and method of communication.

Months 1-3:

- Meet bi-weekly for a half hour (in person).
- Be available for phone conversations and email
- Introduce employee to colleagues in the Buddy's division.

Helpful Tips for the Buddy

- Don't worry about being perceived as the "expert" or think you need to have all the answers. Your experience at Scripps is what's most important to the employee.
- In some situations, listening is more valuable than giving advice. Ask questions like "What do you need?" or "How can I help?"
- We all have a preferred communication style. Talk about each other's preferences, as the new employee may have a different style from yours.
- Recognize that it takes time to develop a relationship.
- Be patient, positive, and supportive. Don't try or expect to cover everything over a short period of time.
- Stay open minded, and avoid being judgmental.
- Maintain confidentiality.