









## Template: Onboarding Buddy Guide

-  **Schedule a call with the new intern:** Can be done in the days leading up to a new intern. Introduce yourself and ask them when a good time to schedule an initial coffee chat would be.
-  **Check how far the [new intern] has got in their onboarding / career package:** The onboarding package can be overwhelming at a first glance. Check to see how much, if any, the new intern has done by the time your call happens, and offer some direction or advice on areas the team member may be having trouble with.
-  **Remind them about introducing themselves:** Remind them to introduce themselves in the relevant team channel. Encourage them to write a little personal note, and if they're comfortable, include a photo or two!
-  **Encourage them to organize a group call with other new hires:** [If there are other interns or new hires at your company], encourage them to organize a group call in order to walk through onboarding together, while learning about new personalities and departments of the company
-  **Introduce them to the company's central communication/collaboration platform:** Even if the platform/software is ubiquitous, that doesn't necessarily mean the new intern will have had experience using it before. Therefore, consider showing them around, and give them some pointers about.
-  **Ask where they need help and connect them with the experts:** Buddies should make the effort to connect new interns with subject-matter experts if your assigned interns requests additional help in a given area.
-  **Check in regularly:** You may very well be the first friend the [new intern] makes on the team. Checking in with them regularly will help them feel welcome and supported.
-  **Consider a mentorship program:** It can take a long time before new team members are comfortable in their new role, and having a mentor during that process goes a long way to help the transition into their role's responsibilities go as smooth as possible. Consider setting up a weekly, or bi-weekly one-hour mentorship session, which your buddy can use to bring up any matter they are struggling with along the way.