

Suggested schedule

First day:

- Meet with new hire after they are finished with HR on their first day (if their first day is an orientation day, do this the second day).
- Take them on a tour and introduce them to staff.
- Show them break areas and bathrooms. Show resources like refrigerators, coffee machine, microwave, etc.
- Provide your contact information.
- Confirm plans to meet later in the week.
- Release them to their manager/supervisor.

First week:

- Schedule a one-hour meeting either offsite or in a meeting room.
- Use some of the sample questions to get to know the new hire.
- Share information about yourself (how long you've been with HSPPR, your role, interests, etc.).
- Discuss how the relationship will go, schedule for meetings, and preferences.
- Discuss results of communication styles assessment.

First month:

- Schedule weekly meetings for a duration of 30 or more minutes depending on the needs of the new hire.
- Check to see how things are going and if they have any questions.
- Continue introducing new hire to other staff.
- Discuss HSPPR key messages, strategic plan, etc. (provide new hire with links or printed copies).
 - [Strategic Plan Visual.pdf](#)
- Invite them to social events where appropriate (attend a Happy Tails Happy Hour together or a team outing).
- Check-in with them periodically via email or chat and let them know they can call or email you with questions.
- Let them know about the weekly Poop Scoop email for organization information and tell them about the Barking News program (<https://hsppr.sharepoint.com/sites/DoghouseTest/SitePages/Philanthropy.aspx>).
- Alert managers to training needs or concerns.
- At the end of 30 days, have the new hire fill out a survey.
- Meet with manager of new hire to discuss fit and provide feedback

Months two and three:

- Schedule meetings at least twice monthly for a duration of at least 15 minutes.
- Share unstructured knowledge and resources.
- Help the New Hire socialize and build cultural competence (learning norms and expectations).
- Check-in at the 60- and 90-day marks to assess how they are feeling.
- Last meeting in third month

- Assess the relationship and determine if continued meetings are needed or wanted
- Discuss ideas or suggestions they have for job or program improvements
- At the end of 90 days, have the new hire fill out the final survey.

Beyond three months:

- The buddy can provide continued support beyond the initial three months if desired by both the Buddy and the New Hire.

Sample questions to get to know each other

- How do you prefer to communicate?
- Do you reach out when you have questions, or do you tend to wait for someone to ask?
- Do you like conversation that goes step-by-step, or would you rather jump right to the end point?
- Do you prefer more energetic or more low-key conversations?
- What is your preferred learning style?
- What are you most excited to work on in your new role?
- What did you do for work before this?
- What are your career goals?
- Who inspires you?
- What do you like to do outside of work?
- You can have any fictional character as your imaginary friend, who do you choose and why?
- What is a show or book you're bingeing right now?
- What is your favorite local restaurant(s)?
- What kind of music do you listen to and/or your favorite band?
- If you had to eat one meal every day for the rest of your life, what would it be?
- What's your favorite tradition or holiday?
- What's your desert island candy or snack?
- What's the best place you've travelled to?
- What do you want to know about me?