

management **talent**
exchange program

BUDDY SYSTEM

Exchange Participant Name: _____

Assigned Buddy: _____

Contact Information: _____

The host agency may assign a “Buddy” for the exchange participant. This Buddy will be available to the exchange participant throughout their assignment. The Buddy should be a dependable and seasoned employee with full knowledge and understanding of the host organization.

The purpose of the Buddy System is to provide initial and on-going information so that the Exchange employee becomes comfortable in the new setting and can serve as a productive member of the staff as soon as possible. In the absence of the Supervisor/Coach, the Buddy will serve as the primary contact for questions regarding organization logistics.

Buddy responsibilities will include:

- Introductions throughout the work environment/team
- Orientation to the work space and surrounding environment (e.g. lunch room locations and/or nearby restaurants, office space/desk assignment)
- Explanation of proper usage of equipment, e.g., telephone, computers and software programs, copier, fax/scanners, mail handling
- Ensure inclusion on intra-office communications/meetings
- Provide or train on how to acquire basic supplies, keys/security permissions
- Discuss office operations including, hours, lunch, breaks, travel and expense report procedures, absences and leaves procedures (e.g. sick time, appointments)
- Explain relevant policies and procedures, including emergency procedures
- Acquaint participant to the culture of the office