



## Guide to Being an Induction Buddy

This guide is designed to support you in the important role of being an Induction Buddy.

### What is Buddying?

At Loughborough University all new starters will be offered a Workplace Buddy.

Workplace Buddies offer support and guidance, answer questions and help new starters to settle into their new role.

### Why have a buddying system?

We all remember what it feels like to start in a new role or in a new organisation – or both. Having a buddy role allows new starters to feel supported in their new role. It lets people ask those ‘daft’ questions and find out how a place really works!

### What is your role in being a buddy?

You will be expected to be a buddy to a new starter, for a minimum of 6 months, up to a year. The relationship is likely to require more input at the beginning of the job and will be needed less as the new starter becomes more established in post.

You will meet with the new starter on the first day and be available for any questions or queries they may have. After the initial face to face meeting this could also be by phone, email or teams.

You will be able to answer questions on how the University really works, what the culture is like and how things happen practically – such as dress code, coffee breaks and where to go for lunch.

### What does your role NOT include?

You are not responsible for the performance or ability of the new starter. You do not assign tasks, set workloads or line manage the new starter.

You are not responsible for the new starter’s probation or PDR. You are not expected to counsel or support the new starters mental health

You are there to answer questions or signpost to other information sources.

## **Tips for being an effective Buddy**

- You are not an expert – you are helpful and supportive, but you don't have to know everything
- Be patient – people may need to ask you a question more than once
- Don't feel you have to cover everything on the first day. This is a longer term relationship
- Do get support from your line manager – If you are unsure, please ask
- Be friendly – you don't have to be best friends or socialise outside of work, but do be a friendly support
- Recognise you are making a difference and helping someone be the best they can be