



Onboarding Buddy Guide

A Guide for Current Employees who will be an
Onboarding Buddy for a Mazzetti New Hire

Created by Lisa Hughes, Employee Experience Manager

Updated January 2024

What is an Onboarding Buddy?

An Onboarding Buddy is a current Mazzetti employee who serves as a key member of the new hire's support system through their onboarding experience at Mazzetti.

New employee onboarding buddies can assist their new hires in acclimating to Mazzetti and their specific roles.

Why do we have Onboarding Buddies?

Starting a new job is overwhelming- a new hire encounters a new team, a new company culture, and new expectations. We've all been there!

Having a peer to feel comfortable going to for questions and concerns can be an immense help in adjusting to their new work environment and being successful in their new role.

A successful new hire means a successful team and a successful company.

Benefits of an Onboarding Buddy for New Hires

- **Provide enriching context**

New employees are not familiar with the work environment when they join a company. Onboarding buddies can provide context about the key stakeholders, how to navigate Mazzetti and approach day-to-day responsibilities, what the unspoken company roles and policies are, and more.

- **Boost productivity**

Allowing new hires to shadow current employees (when applicable), ask questions about the job and the firm, and collaborate on introductory-level tasks can help them feel comfortable on the job and boost productivity in their early time with the firm.

- **Improve new employee satisfaction**

Pairing a new hire with a current experienced and successful employee can help ease the new employee's nerves, better train them on their responsibilities, and improve overall satisfaction. When one benefits, we all benefit!

Benefits of Being an Onboarding Buddy

Being an Onboarding Buddy allows you to:

- Develop and demonstrate your managerial and leadership skills.
- Strengthen your own knowledge base.
- Improve company culture by creating a supportive environment where new employees can ask questions and take risks.
- Contribute to the growth and success of your team and Mazzetti by supporting a new hire with their integration, thereby increasing the likelihood that they'll be successful in their work and stay at Mazzetti long-term.

How is an Onboarding Buddy different than a Mentor?

Onboarding Buddy

- Starts at day 1 of employment
- Informal
- New hire paired with someone in a similar role or similar level of seniority
- Flexible approach
- Focused on the onboarding period (first ~3-12 months)

Mentor**

- Starts after 90 days of employment
- Formal
- New hire paired with someone more senior
- Structured approach
- Focused on long-term goals and career growth at Mazzetti

*** Mazzetti has a Mentorship program- contact the Professional Development & Knowledge Manager for information*



I'm an Onboarding Buddy- What do I do?

Meet with the new hire on their first day. HR will schedule a time for you and the new hire to meet.

- Introduce yourselves and share about your personal and professional backgrounds.
- Outline your role as Onboarding Buddy and discuss the ways that you can support the new hire in their onboarding journey.
- Discuss your upcoming meetings and touch points (i.e., team calls, trainings, shadowing opportunities).
- Show them where key resources are related to IT, HR, etc.

Hold weekly check-in meetings for the first month (at least)

During this meeting, ask questions about how comfortable they are in their new role and at Mazzetti, and answer any questions they have.

Keep the new hire's supervisor in the loop about any progress or concerns.

Introduce the new hire to other employees. Make sure to introduce the new hire to coworkers and connect the new hire with any co-workers who share similar interests. The goal is to help the new hire feel integrated into the team and company and feel comfortable working with others.

Answer questions about the job and Mazzetti. Be a resource for their questions regarding for formal and informal Mazzetti guidelines and culture. Offer your firsthand experiences that can help answer questions and ease concerns.



Other Best Practices

Be patient

New hires are nervous and will take time to understand their role and Mazzetti. Be patient with them.

Provide support but do not direct the new hire's work.

An Onboarding Buddy is not a substitute for a supervisor.

Offer feedback & advice

Feedback in the form of constructive criticism and praise can expedite a new hire's productivity. You should offer advice on how to better approach tasks and provide praise for a job well done.

Don't try to cover everything at once

Overwhelming the new hire with information will only hinder their progress. Take it slow and make sure that the new hire understands before moving onto a new piece of information.

Don't try to force the relationship

Not all working relationships are perfect from the start. You may have different personality types or learning styles. Instead of forcing it or abandoning the relationship, take time to allow it to form naturally.

For Onboarding Buddies who are in the same/similar role as the new hire:

- Allow the new hire to shadow you on the job, when feasible

- Teach the new hire about tasks and requirements of their job, when applicable



Your Goals & Onboarding Buddy Role

Making being an onboarding buddy a professional goal can be a valuable and rewarding objective. Being an effective onboarding buddy is not only beneficial for the new hires but also for your own professional development. Below are some steps and considerations to help you make being an onboarding buddy a meaningful professional goal.

- **Understand the Role:**
 - Gain a thorough understanding of the onboarding process at Mazzetti. Know what is expected from an onboarding buddy and the goals of the onboarding program.
- **Develop Relevant Skills:**
 - Identify and develop the necessary skills for being a successful onboarding buddy. These may include communication skills, empathy, patience, and a good understanding of our company culture and processes.
- **Familiarize Yourself with Resources:**
 - Know where to find relevant resources and information that can aid in the onboarding process. This could include employee handbooks, onboarding materials, and more.
- **Stay Updated:**
 - Contact the Employee Experience Manager about any changes or updates in the onboarding process. This ensures that the information you provide to new hires is accurate and up-to-date.
- **Build Relationships:**
 - Develop strong relationships with your colleagues. Being well-connected within the organization allows you to facilitate introductions and help new hires integrate into the team.
- **Enhance Communication Skills:**
 - Focus on improving your communication skills, both verbal and written. Clear and effective communication is crucial in helping new hires understand their roles and responsibilities.
- **Be Approachable and Supportive:**
 - Create an approachable and supportive atmosphere for new hires. Make yourself available to answer questions, provide guidance, and offer assistance as needed.
- **Provide Constructive Feedback:**
 - Be prepared to provide constructive feedback to new hires. This can help them understand their strengths and areas for improvement, contributing to their professional development.
- **Set Personal Goals:**
 - Establish specific and measurable goals related to your role as an onboarding buddy. This could include a certain number of successful onboarding experiences or positive feedback from new hires.
- **Seek Feedback Yourself:**
 - Request feedback from new hires, HR, and other team members about your performance as an onboarding buddy. Use this feedback to continuously improve and refine your approach.
- **Document Best Practices:**
 - Keep a record of successful onboarding practices and experiences. This documentation can serve as a resource for future onboarding buddies and contribute to the continuous improvement of the onboarding process.
- **Align with Career Development:**
 - Demonstrate how being an onboarding buddy aligns with your overall career development goals. This can be valuable when discussing your professional growth with supervisors or during performance reviews.

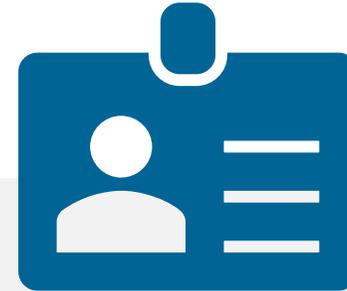
By making being an onboarding buddy a professional goal, you not only contribute to the success of new hires but also enhance your own interpersonal, communication, and leadership skills. It reflects a commitment to fostering a positive and inclusive workplace culture, which can have long-term benefits for both you and Mazzetti. *Questions? Contact the Professional Development & Knowledge Manager.*



More Information



Time sheets: Log your time in P24-999790 "Office" with the comment "Onboarding buddy".



Expense reports: There shouldn't be any expenses incurred as part of the onboarding buddy program. For questions, contact the Employee Experience Manager.



Questions?

Contact Lisa Hughes, Employee Experience Manager

lhughes@mazzetti.com

Sources:

[Together](#) : Why an onboarding buddy is essential for every new employee

[Eddy](#): Onboarding Buddy