

Onboarding Buddy and Mentor Program Checklist

This checklist is designed to guide Buddies and Mentors through the onboarding process for new team members. Please complete each task and fill in the completion date or initials.

Program Details

New Hire Name:

Buddy/Mentor Name:

Department/Team:

Start Date:

Phase 1: Pre-Arrival (Week Before Start Date)

Prepare for the new hire's arrival to ensure a welcoming first day.

Action Item	Responsibility	Date Completed / Notes
Reach out to the new hire via email or phone to introduce yourself.	Buddy/Mentor	<input type="text" value="Status/Date"/>
Confirm workstation, computer, and software access are requested and ready.	Buddy/Mentor	<input type="text" value="Status/Date"/>
Schedule the first week's welcome lunch or coffee break.	Buddy/Mentor	<input type="text" value="Status/Date"/>
Prepare a "Welcome Package" or desk decorations.	Buddy/Mentor	<input type="text" value="Status/Date"/>

Phase 2: Day One (First Day)

Focus on making a great first impression and easing initial anxiety.

Action Item	Responsibility	Date Completed / Notes
Meet the new hire at the entrance and show them to their workspace.	Buddy/Mentor	<input type="text" value="Status/Date"/>
Conduct an office tour (kitchen, restrooms, meeting rooms, emergency exits).	Buddy/Mentor	<input type="text" value="Status/Date"/>
Introduce the new hire to immediate team members and key stakeholders.	Buddy/Mentor	<input type="text" value="Status/Date"/>
Host or attend the Day One welcome lunch.	Buddy/Mentor	<input type="text" value="Status/Date"/>
Assist with basic IT setup (email, messaging apps, intranet).	Buddy/Mentor	<input type="text" value="Status/Date"/>

Phase 3: Week One (First 5 Days)

Help the new hire integrate into the daily rhythm of the team.

Action Item	Responsibility	Date Completed / Notes
Explain team communication norms, meeting cadences, and unwritten rules.	Buddy/Mentor	<input type="text" value="Status/Date"/>
Set up daily check-ins (15 minutes at the start or end of the day).	Buddy/Mentor	<input type="text" value="Status/Date"/>
Review the company culture, core values, and mission statement.	Buddy/Mentor	<input type="text" value="Status/Date"/>
Walk through common tools, file systems, and shared drives.	Buddy/Mentor	<input type="text" value="Status/Date"/>
Introduce the new hire to colleagues outside the immediate team.	Buddy/Mentor	<input type="text" value="Status/Date"/>

Phase 4: Month One (First 30 Days)

Transition to regular performance, skill-building, and long-term integration.

Action Item	Responsibility	Date Completed / Notes

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Establish a recurring weekly or bi-weekly on-1 meeting.	Buddy/Mentor	
Provide feedback on early assignments and answer role-specific questions.	Buddy/Mentor	Status/Date
Discuss professional development opportunities and goals within the company.	Buddy/Mentor	Status/Date
Check in on workload, stress levels, and work-life balance.	Buddy/Mentor	Status/Date
Conduct a Month One program evaluation with HR/Manager.	Buddy/Mentor	Status/Date

Sign-off and Verification

Please sign and date below once the initial onboarding program has been completed.

New Hire Signature: **Date:**

Buddy/Mentor Signature: **Date:**