

OnBoarding Buddy Plan

An OnBoarding Buddy is just that - a buddy for new hires being on-boarded. A good OnBoarding Buddy takes time to get to know their new-hire buddy and make them feel welcome and included in the team.

This template is a guide to help OnBoarding Buddies plan ahead, stay organized and generally help you pay better attention to the new hire's progress and help them get what they need to be successful in their new job.

Things to consider as an OnBoarding Buddy:

Your Time

1. How much time to do you have to give?
2. When can your new hire ask questions or interrupt you?
3. How will you work together? (i.e. pairing, 1:1 meetings, etc.)

Setting expectations & clarifying roles

1. What should your new hire be working towards? (Goals, workload expectations)
2. Who assigns work or learning goals? (talk to your manager about what topics you should cover)
3. Who does code review and gives feedback for improvement?
4. What team rituals or company activities should your new hire participate in? (Coffee walks, lunches, standup, happy hour, etc.)

Learning goals & progress tracking

1. What trainings will your new hire be attending? (check with the ed-team or ask your manager)
2. Are there milestones or assignments your manager wants your new hire to work on?
How will you support and/or track this?

Getting Organized:

1. Talk to your manager to find out what his or her expectations are.
 - a. Identify topics you want to cover with your new hire and add them to the list below.
 - b. Schedule meetings, which types of meetings and how many:
 - i. 1:1 Meetings
 - ii. Pairing Sessions
 - iii. Teaching Sessions
 - iv. make agendas ahead of time and share it with your new hire.
 - c. Put the meetings your schedule on the calendar & invite your new hire - set a reminder far enough in advance to create an agenda for each meeting.
 - d. Take time to check ahead with your manager and find out what the work is going to look like - then help your new hire evaluate and choose tasks.

OnBoarding Buddy Plan

Suggested Topics to Cover:

Day One:

1. Go over the on-boarding schedule and set up meetings
2. Set goals for weeks one and two
3. Clarify how much time you can give - when to ask questions, when to interrupt
4. Where to find information (Wiki, Playbooks, etc.)
5. Day One Commit (this is a must for most teams)

Week One:

1. How coffee walks (or other team traditions) work
2. Calendars to add & chat rooms to join
3. Team lunch and happy hour (if applicable)
4. How to use the tools of your team
5. What work-life balance means on your team
6. Team rituals, schedules, and activities
7. The Life cycle of work in a day on your team
 - a. how to find tasks
 - b. dev. environments
 - c. code review
8. The lifecycle of a Sprint on your team

Week Two:

1. Pull Request Review - take a look at the process and the content
2. Follow-up from trainings about how your team ([use assignments as a guide](#)):
 - a. manages code quality
 - b. interfaces with the NR product
 - c. works with the parts of the NR architecture and code base your team responsible for
 - d. does testing and what standards you are responsible for
 - e. ships code (talk about "Ship It" (aka Fed-ex) projects)

On-Going (Months 1-3):

1. Handling pressure and direction changes
2. Interpreting instructions from managers
3. Knowing what tasks are really important (prioritizing) and
4. What tasks should be done to what degree (how much time to spend)
5. Refactoring code

OnBoarding Buddy Plan

Schedule

Add or delete lines as needed

Daily:

1. _____
2. _____
3. _____

Week One:

1. _____
2. _____
3. _____

Week Two:

1. _____
2. _____
3. _____

On-Going (Months 1-3):

1. _____
 2. _____
 3. _____
-

Topics to Cover:

Add or delete lines as needed

Week One:

1. _____
2. _____
3. _____

Week Two:

1. _____
2. _____
3. _____

On-Going (Months 1-3):

1. _____
2. _____
3. _____