**OVC Buddy Guidelines**

Thanks for being an OVC Buddy!

These guidelines will help you as you welcome and assist new OVC employees transitioning into their new roles. In addition, the Resources for New Buddies list will help you direct new hires to the offices/contracts they may require.

**Prior to First Day**

Send a welcoming email. Let them know you look forward to meeting them virtually or in person when they start. Invite them to contact you and provide contact information should they have any questions.

**First Week**

Arrange a virtual or in person time to say hello, introduce yourself and welcome new hire. Ask them how things are going. Ask if they need anything, and guide them to the best person to meet those needs. Ask them if they have any questions. Find or direct them to answers. Invite new employee to contact you if they have any questions.

Introduce new employee to people in your area and others in OVC virtually or in person. Based on personal or professional interests, suggest others they may like to meet. Discuss appropriate process for making these connections.

**Suggestion:** Propose a virtual or in person lunch meeting with the new employee – whereby buddies will take the tab for the cost of lunch to be delivered to the new employee’s home if meeting is virtual. Alternately, you can also meet in person, and you can pick up the tab for lunch up to $45.00. You can request reimbursement of this amount and the instruction will be emailed to you separately. Establish a regular time period to meet with new hire during first 3 months of their employment (weekly, monthly).

**Around Third Month**

Check in with employee and see whether they feel they are making appropriate connections and finding needed resources. Determine together whether there are additional people or resources around MIT with which new employee should get acquainted.