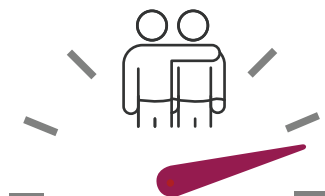


## BUDDY SYSTEM PROGRAM CHECKLIST

### Objective

The structured Peer-Buddy System aims to help new staff to settle down at their workplace in a shorter time-frame. It is also to welcome new employee and improve retention rate.



### Introduction

This can include introducing him/ her to colleagues from own/ other departments and tour around the premises.

Premises includes:

- Pantry
- Meeting rooms
- Staff lounge
- Departments

### Workplace Orientation

Answering new staff's enquiries on topics such as:

#### Workplace related

- Organisation chart
- Working/ lunch hours
- Dress code
- Recreational facilities (e.g. gym/ staff lounge)
- Company policies (staff benefits/ claims)
- Setting up E-mail signatures
- Sharing of corporate and staff events

#### Nearby facilities

- Cafeteria and eating places

### Sample Orientation Checklist

Tick	Description
	Introduce to department staff/ colleagues/ co-workers
	Explain company's quality policy/ SOPs
	Present company organisation charts/ operations/ divisions/ dept common duties
	Explain working hours/ lunch hours/ flexi-hours/ duty roster
	Show location and operation of office equipment
	Set up company's E-mail/ E-mail signature
	Share common calendars on major events/ workshops/ talks/ gallery
	Share WiFi setup guide
	Explain the process to request for staff ID/ business card
	Share a list of useful contact numbers/ staff directory
	Explain the use of company's intranet system/ telephone systems
	Conduct physical onsite/ virtual office premise tour

## SAMPLE QUESTIONNAIRE AFTER ORIENTATION

### Sample Evaluation Questionnaire

At the end of the peer-buddy systems, both the employee and the new hire will complete a short survey after the orientation to evaluate the effectiveness aimed at improving the buddy program.

#### Employee

Indicate by circling the relevant

1 = Strongly Disagree | 2 = Disagree | 3 = Neutral | 4 = Agree | 5 = Strongly Agree

Questionnaire	Rating
I was briefed regarding my role as a buddy.	1 2 3 4 5
I know what I need to do as a buddy.	1 2 3 4 5
I was happy to be appointed as a buddy to the new hire.	1 2 3 4 5
I feel the new hire is satisfied with my support.	1 2 3 4 5
I received adequate support for participating in this buddy program.	1 2 3 4 5
I feel positive about myself after the peer-buddy program.	1 2 3 4 5

Any other suggestions to improve on the buddy program?

#### New hire

Indicate by circling the relevant

1 = Strongly Disagree | 2 = Disagree | 3 = Neutral | 4 = Agree | 5 = Strongly Agree

Questionnaire	Rating
The orientation process is structured and well organized.	1 2 3 4 5
The team made me feel welcomed.	1 2 3 4 5
I was given adequate support with regard to my work.	1 2 3 4 5
My buddy is able to answer the work-related questions I have.	1 2 3 4 5
I am satisfied with the support from my buddy.	1 2 3 4 5

Any other suggestions to improve on the buddy program?