

"Learning Buddy" Checklist

- ___ Explain where to get supplies
- ___ Identify bulletin boards where information is posted
- ___ Offer to take the new employee to lunch
- ___ Show employee how to use and offer training on equipment (fax machines, phone system, copiers, etc.)
- ___ Explain interoffice and external mail process
- ___ Explain Treasurer's Office procedures such as travel reimbursement and getting invoices paid
- ___ Show work area or office; explain ability to decorate with personal items
- ___ Be available to provide support and answer questions
- ___ Tour of campus with focus on key offices and key contacts (Wolves Den, Estate)
- ___ Show new employee cafeteria, library, Byron Rec Center, mailroom, bookstore, print shop, etc.
- ___ Show break or lunch area within the office area