

Being a buddy for a new colleague at ENVS

All new employees at ENVS will be assigned a buddy at the start of their employment. A buddy is a colleague who enters into a close community with the new employee to give as good a start as possible. The buddy is a (preferably close) colleague from the same section. It is the section leader - possibly in dialogue with a possible supervisor - who appoints the buddy.

The buddy's responsibilities are primarily of a social and practical nature - and must therefore not be confused with a professional mentor function. The buddy's main task is to be aware of the new colleague and help him adjust to the new workplace by, for example:

- To attend the reception of the new colleague on the first working day
- Having lunch with the new colleague
- To answer questions / inform about the informal rules and norms; eg in relation to areas such as:

Times: Means "the meeting starts at 9", that we meet approx. at 9 o'clock, or does it mean exactly at 9.00? Should a deadline be met or can it be negotiated? Do we stay at work until we are done?

The relationship between employees and manager: Should the manager always be asked? Or are employees expected to take the initiative themselves?

Disagreements: What do I do if I disagree with a colleague about something professional? Do I say it right away or at a meeting - and how do I best express it?

The dividing line between work and private life: Are we also expected to speak professionally during breaks? How much do we tell about our home situation? Are there social gatherings that everyone is expected to attend and also some that are optional?

Professional self-understanding: How do we work with the other professional groups and functions? Are the subject boundaries sharper or more fluid?

- To answer questions / inform about practical matters
- Review the Intranet with the new colleague
- Continuously asking the new colleague how it is going. Some are quick to ask for help, while others are afraid of sounding stupid or troublesome
- To show around the house and on Risø Campus in general
- To introduce to colleagues in the section, the rest of the department and the rest of the house
- To "point in the right direction" when you need help from others - this is not least important in relation to international employees
- Tasks otherwise agreed upon review of the checklist for new employees

The scheme lasts approx. 1-3 months. It must be a priority to appoint a buddy who has both the time and desire for the task.

NOTE! For international employees, it must be considered whether both a Danish and an international buddy should be appointed. There may be a need for both. The Danish can help introduce to Danish culture, values and norms as well as help create relationships across cultures. The international can share "insider knowledge" and introduce to Danish culture from an international angle that makes everyday life easier for the new international employee.