

# Buddy checklist introduction new employee

For the buddy at the start of a new employee

The first impression of an organisation is important for the experience of a new employee. A warm welcome and well-organised onboarding ensure that new employees feel valued and involved from the start.

This checklist helps you to fulfill your role as buddy effectively and ensures that new employees have a smooth start.

## What do you do on the first day of work?

- ☐ **Introduce** the new employee to colleagues
- ☐ Give a **guided tour** of the buildings to explain practical matters
- ☐ Collect the **VU access pass, laptop, and other devices** together with the new employee
- ☐ Explain the [VU digital workplace](#) (Microsoft 365) and the [Service Portal](#)
- ☐ Save the **VU emergency number** 020 589 2222 in their phone
- ☐ Stop by before leaving at the end of the day to ask about their first impressions and do this again at the end of the first week

## A tour: what do you show?

A [tour](#) contributes to a warm welcome. It gives new employees an opportunity to familiarise themselves with their new working environment and feel at home within VU Amsterdam. Show practical matters such as:

- Coffee machines/pantry
- Toilets
- Lockers
- Printers
- Management support staff
- [VU Servicedesks](#)
- Emergency exits and assembly points
- In-house emergency response + AED location
- Bicycle, scooter, and motorcycle parking
- Restaurant and Spar supermarket
- Teaching and meeting rooms
- Library
- Sports and culture center
- VU bookstore



## Tips on how to be a good buddy

A buddy is indispensable during the onboarding of new colleagues. You are their first point of contact and help them quickly feel at home in our organization. Below are some tips to help you fulfill your role as a buddy to the fullest



### Be available and approachable

Make sure you check in regularly, especially in the first few weeks. Let them know they can come to you with questions, even if they seem small. Keep your schedule flexible so you have time for spontaneous questions.

### Provide context and explanation

Many new colleagues need an explanation not only of *how* things work, but also *why*. Tell them about the culture at VU Amsterdam, the standards and [\(core\) values](#), and 'unwritten rules'. Explain how their work contributes to the organisation's goals.



### Introduce them to others

Help new colleagues get acquainted by introducing them to their (close) colleagues. Let them know who everyone is, what their roles are, and how they work together. This helps them build a network more quickly and feel connected.



### Think of small practical matters

Think about the basics, such as how do we work together in teams, how does the printer work, where can you get coffee or lunch? These little things can help you find your way around VU Amsterdam.



### Ask questions, listen actively, and ask for feedback

Regularly ask how they are feeling, what they need, and what their experiences have been so far. By asking open questions and listening carefully, you can identify areas where they may need additional support. This creates a safe environment in which they feel comfortable asking for help.



Where necessary, coordinate feedback with the manager to give updates on the onboarding process.

## Informative

- Tell them about the [networks](#) at VU Amsterdam (Young.VU, VU Pride, WO&MEN@VU, Divers, PhD's, VU Association)
- Inform about Zero Waste VU: bring your own cup
- Point out relevant newsletters (VU-zine, own unit)

This checklist is issued by the division of HR, Health Safety and Environment  
March 2026

