

The SSG buddy

The onboarding programme of a new colleague begins the moment they say 'yes' to the job offer. In this first phase, we already know that we would like to work with the new colleague and are putting the finishing touches to a good formal cooperation. The manager, secretary and HR sets to work to ensure everything is ready on the first working day and the employee feels like they're stepping into 'a warm embrace'. You can read below why it is important to pay attention to the onboarding process.

[Why is onboarding important?](#)

While other parties are busy getting everything ready behind the scenes for the new employee's first day at work, it is your role to welcome your new colleague in an informal way. You make the colleague feel welcome over the first three months; you answer questions and show them around the organisation. Because each chair group, department or team may have its own organisational structure regarding who does what for the new colleague and where they can turn with which question, we ask you to guide and inform the new colleague in this matter.

You will welcome the new employee on the first working day. For this purpose, you either schedule an appointment with the new colleague yourself, or someone else schedules all the appointments for the new colleague. Make sure you agree in advance who will take care of that for you.

You can welcome the new employee at the office (physically at the front door) or online. Show the colleague around, show them their workstation and make sure it is properly installed. Help the new colleague in the first period to become familiar with the systems we use at SSG (MyProjects, MyHR, Proquro, etc.).

What you do next depends on the colleague. Maybe they enjoy having lunch together once a week, or perhaps they need some help printing something out the first time. This role is largely informal and friendly. You are the first point of contact and, at first, will touch base with them on a daily basis to hear how things are going.

Please find some need to haves and nice to haves for first working day in [this document](#).

Here are some target group-specific tips:

1. Are you a new employee's buddy in one of the **staff departments**? Then please pay some attention to the relationship between the decentralised departments and Corporate. For example, what relationship does SSG Liaison Office have with Corporate? What people work there and who do you need to know?
It is also nice for a new employee to know what the other SSG staff departments are, and which ones you might encounter in your work. The four SSG staff departments are Liaison Office, Finance & Control, Marketing & Communications and HR.
2. Are you a new employee's buddy in a **management role**? Then pay some attention to processes, departments and systems that an executive role must deal with. Departments include HR, Learning & Development, Liaison Office, Finance &

Control and Marketing & Communications. Processes and systems include MyHR, Optare and MyProjects.