

BRIDGE INVESTMENT GROUP

Bridge Work Buddy Responsibilities:

You are the assigned work friend / friendly face for a new employee starting soon with Bridge. Between you and their manager, please ensure the following are taken care of.

Prior to the employee's first day, send a quick note to them at their personal email address introducing yourself and welcoming them to the team.

Responsibilities on the Employee's First Day:

- Meet your new colleague around 9:00 in the morning in person or by phone and review schedule for the day
- Show them to their workstation (in person only)
- Introduce them to the team on site and/or virtually
- Get to know the new employee and spend some time answering questions
- Get with their supervisor to make sure the new employee is taken to lunch (include the team if possible)
- Be available to answer any questions that come up throughout the day in person or by phone
- Check in on them periodically and at the end of the day

Some Questions You Should Be Prepared to Answer:

- How do I log onto my laptop?
- How do I access new hire training?
- Where is the restroom, breakroom, coffee maker, water cooler closest to us? (in person only)
- How do I operate the coffee/hot cocoa/tea maker?
- How do I schedule a conference room in person and over Microsoft Teams?
- How do I order supplies or access available supplies?
- Who do I talk to about benefits?
- How do I schedule transportations/use the Concur app?
- How do I get help with computer or software issues?
- Who is who in the organization and key stakeholders?
- Our mission and core values and how they relate to performance at Bridge

Ongoing Role:

- Ensure they have read and understand the information in their [New Hire Booklet](#)
- Introduce the new employee to other employees and departments in the office
- Help the new employee to understand our culture, structure and business, and any unwritten guidelines
- Remind them to nominate big stars or recognize colleagues for a job well done
- Periodically go to lunch together and answer questions
- Make sure they are in the know about team meetings, company events, and other gatherings