

Working Location Tour

Among the tasks of the new employee's buddy is a tour around the new work space to help establish a level of comfort while providing the chance to meet new colleagues. Important areas to cover include:

- Restrooms
- Break/Lunch rooms
- Kitchen, including any department procedures/norms
- Closest dining hall, coffee/tea location, and vending machines
- Supply room/ closet, including any department procedures/norms
- Photocopy, fax machine, and scanner (including instructions on use)
- ATMs, Bank branches nearby
- Local lunch options and locations
- College Hall (NSSF medications reimbursement)
- Cashier Office - College Hall (inquiries about salary, reimbursement)
- Employees' Syndicate Office – AUB
- HIP Office - Dale Home

If there are other locations that the employee will frequently need to visit, please make sure to include them on the tour.