**The Ambassador System**

Everyone remembers how difficult the first few weeks on a new job can be. The onboarding experience is greatly enhanced by pairing the new hire with an Ambassador. An Ambassador is not a substitute for the supervisor, but is someone who can answer the new hire’s questions about the work environment and the workplace culture in a positive and encouraging way.

# Preferred Qualities of an Ambassador

A successful Ambassador will meet many of the following criteria:

* Has volunteered to be an Ambassador and will be available to the employee
* Exhibits a positive attitude
* Can be given the time to be accessible to the employee
* Has a good performance record
* Is proud of the organization and enjoys his/her job
* Is well regarded by peers
* Has good communication and interpersonal skills

# An Ambassador’s role is to:

* Help make the new employee feel welcome
* Answer questions
* Introduce the new hire to co-workers
* Provide a tour of the workplace if the supervisor has not already done so