Purpose
Becoming a SUCCESS PARTNER means supporting a new employee by helping them transition into the work environment at Stanford. It also means being a resource to help your new teammate navigate, integrate, and succeed in the workplace.

Top 10 Success Partner Behaviors
1. **Break the ice** - be friendly and show an interest. Ask open questions - a friendly chat is always better than awkward silence. Know that silence can be ok as well.
2. **Provide support** in meetings, one on one and in events.
3. **Brainstorm** on their tasks and ideas.
4. **Willingly share** tools, processes, best practices (e.g., templates, assessments, documents). Think about prioritizing the most useful and important knowledge first and don’t overwhelm your success partner by sharing all in one sitting.
5. **Help** your peer recognize issues early by sharing the observations and wisdom that you’ve acquired working at Stanford.
6. **Be a sounding board** and thinking partner to help work through issues - never be afraid to challenge each other on assumptions.
7. **Share knowledge** - where’s the best/closest place to get a sandwich at lunchtime, places to park, short-cuts to work are always useful to know.
8. **Build** a supportive and collaborative relationship and know that the relationship depends on trust and confidentiality.
9. **Introduce** them to peers and partners i.e. attend a Town Hall or Unconference, UIT Roundtables and make a point of introducing them before and after the event.
10. **Invite** them to social outings i.e. the Cardinal Walk, the Multicultural Spring Fest and more events can be found at events.stanford.edu

Success partners are expected to:
- Be a positive role model
- Help with job orientation (help their co-worker settle in to a new role or job or workplace).
- Help with skills development (help coach their co-worker as they develop job- and task-specific skills).
- Listen (be someone to whom a co-worker can explain their ideas). Be attentive and care about the success of your peer.
- Offer technical advice (be someone with whom a co-worker can discuss technical, job-/task-/team-related questions).

Success partners should ask
- How are you doing?
- What can I do to help you?
- Are you finding everything okay?
- Do you have what you need to do your job?
- Is there anyone you would like me to introduce you too?
- What are you learning?

Success partners are NOT expected to:
- Do the work for their co-worker
- Force a relationship – let it come naturally, be available and be patient.
- Be a mentor or a manager.
- Have all the answers; Sometimes a success partner is just there to help find the answers.

“Growth is never by mere chance; It is the result of forces working together”
~ James Cash Penney
Tips for onboarding new colleagues

New staff members may have unique areas of challenge. Team buddies may also be called on to provide support to their new colleague in some of the following areas:

- Job orientation (helping co-worker settle in to a new role or job)
- Skills coach (helping a co-worker develop specific skills)
- Correspondent (being someone to whom a co-worker can explain their ideas)
- Technical advisor (being someone with whom a co-worker can discuss technical questions)
- Tour guide and cruise director (helping with building a network i.e. taking them to lunch, going for walks, showing them the campus)

Challenges a new employee might encounter

- Transitioning into the work environment at Stanford
- Navigating your specific team/department
- Understanding the “hidden curriculum” of the team/workplace
- Interacting with your colleagues and supervisor/manager
- Asking for help or clarification
- Developing self-advocacy
- Recognizing necessary accommodations
- Integrating into the social milieu

What is a “Hidden Curriculum”

The term “hidden curriculum” refers to the unwritten, unofficial, and often unintended, lessons, values, and perspectives that employees learn in the workplace and describes the unspoken “rules of the road” in an organization. In other words, the “hidden curriculum” often refers to knowledge made up of the cultural norms that a new hire would likely be able to “pick up” without explicit instruction or documentation as they become more familiar with an organization in the days/weeks/months since their hire date; a new hire may not “pick up” on these right away, so they need these unspoken “rules of the road” to be stated literally and (ideally) documented.

Links to helpful resources

- **Stanford Who** – This is the directory for the University where you can look up Stanford employees to find out what building they sit in, phone numbers, org charts, etc.
- **Stanford You** – update your contact information and SUNet accounts, including your password, profile, and privacy settings
- **Stanford Accounts** – manage your SUNet ID settings: password changes, alias management, autoreply, email forwarding, two-step authentication, etc.
- **UIT Community** – The University IT Community site is your online destination for staying current on organizational news, plugging into project and initiatives, and connecting to your colleagues.
- **Slack** – Slack is a tool that enhances work group communications. It provides a platform for individual and groups to chat live online and keep conversations organized and accessible from anywhere, anytime.
- **Stanford Axess** – Axess is an online platform used by the Stanford community to record time, review your paycheck, sign up for training (STARS), etc.
- **Stanford Events** – The Stanford Event Calendar is the university’s central source for event information. It offers a comprehensive listing of campus events, including lectures, conferences, performing arts, exhibitions, activities and more.

Neurodiversity in IT