

**SUPERVIOR'S CHECKLIST FOR
EMPLOYEE ORIENTATION**

New Employee's Name:			
Duty Station:		Office:	
Organization Code:		Entrance In Position:	
Title, Series, Grade:			
Supervisor:		Sponsor:	
Employee Status:	New to Service	New to Federal Gov't	Reassignment
	Permanent (Full/Part-time)		Temp

Before the new employee arrives, the supervisor should:

	Designate a sponsor for the new employee, provide sponsor with checklist
	Contact and welcome the new employee, <ul style="list-style-type: none"> - Provide name of sponsor - Ensure new employee received welcome package - Provide appropriate information about reporting on the first day - Email/Mail map, information on the office, local brochures
	Have temporary quarters ready for occupancy upon their arrival
	Announce the selection of the new employee to staff and ask for their support in helping the new employee adjust
	Set up and equip the new employee's workstation
	Arrange for the addition of an email/network login ID
	Assemble some preliminary assignments and/or substantive reading material
	Develop some job-related tasks that the new employee can complete on their day in their position. This will provide him/her with a sense of accomplishment
	Have a new employee orientation package with appointment documents and employee rights from the CPO on hand to provide the new employee
	Notify organization of arrival date/time and encourage maximum participation

On the employee's first day, the supervisor should:

	Welcome and put the employee at ease, encourage questions
	Introduce the employee to his/her sponsor. Sponsor is encouraged to sit in on briefings with the new employee
	Give the employee an overview of what the office orientation will cover-30 day process covering items in the checklist.
	Provide a copy of the Employee Handbook got US appropriated fund employees
	Discuss your relationship with and your expectations of the new employee <ul style="list-style-type: none"> - Describe management style and preferences - Provide the employee with a copy of their position description and discuss - Outline the employee's duties and responsibilities - Discuss the type and tenure of appointment and probationary period - Review work hours and schedule options, lunch schedules, leave policies, annual leave, sick leave, overtime and compensatory time and holiday, and any other work/life balance initiatives, recall procedures, and who can approve leave - Provide an overview of office functions/programs and organizational structure

On the employee's first day, the supervisor should: (Continued)

	Identify the person(s) the employee can go to for help if the supervisor is absent and how to request leave, in particular sick or emergency leave
	Arrange for the issuance of a Common Access Card, keys, etc.
	Review safety, security, accident and emergency procedures for the work area
	Assign job-related tasks/substantive reading to help prepare the employee
	Assist the new employee in completing the necessary appointment documents and ensure they are submitted to the civilian personnel flight
	Identify any special needs the new employee may have

Work/Geographic area responsibilities of the sponsor (Supervisor remains accountable and if no sponsor assigned provide this information as well)

	Show the employee around the work area and other facilities; include location of telephones, mailboxes, copiers, fax machines, restrooms, first aid kits, etc.
	Discuss security of building/property
	Introduce the new employee to co-workers, supervisors and managers. Explain relationship of their work to the employee's
	Review how to operate the telephone system, voice mail and answering the phone
	Provide a telephone directory and ensure the new employee has sponsor's and supervisor's extension
	Review how to access the computer and email.
	Review policies and procedures for the office and go over guides, instruction manuals, standard operating procedures, etc., that are available in the work area
	Point out frequently used internal forms, where they are kept and how they are used
	Escort new employee to offices/appointments
	Identify resources for new employee to learn about the Service, the region, the office
	Be available to answer new employee's questions.
	If employee is new to the area, arrange a time to help orient the employee to the town
	Provide new employee with emergency telephone numbers
	Provide new employee with a list of common acronyms used in the office

By the end of the employee's first week, the supervisor should:

	Ensure the employee received from the CPF and understands the following benefits and their timelines for enrollment: <ul style="list-style-type: none"> - Retirement - Federal Employees Group Life Insurance (FEGLI) - Federal Employees Health Benefits Program (FEHB) - Flexible Spending Accounts (FSA) - Thrift Savings Plan (TSP) - Long Term Care Insurance (LTC)
	Review employee's position description, emphasizing critical duties and responsibilities. Explain how the employee's work is important to the immediate office and how the office's work contributes to the mission of the wing
	Communicate performance expectations
	Explain the organizational structure of the Department and the Service in relation to the office

By the end of the employee's first week, the supervisor should: (Continued)

	Answer any questions about policies and procedures for the office
	Provide the employee with positive feedback and offer suggestions that will help the employee learn the job and fit in with the work group
	Ask the employee how the first week went and discuss any areas of concern
	Discuss training needed, career development, employee's career goals
	Arrange for Government Purchase Card and or Travel Card
	Discuss vehicle usage (if applicable)

Within the employee's first month, ensure that he/she has been provided with information on:

	- Advanced Distributed Learning System Registration: -- DoD IAA Training -- Force Protection -- Human Relations -- Information Protection
	- Employee Assistance Program
	- Ethics Training
	- Conflict of Interest Regulations
	- Political Activity Guidance
	- Equal Employment Opportunity Policy & Guidance
	- Alternative Dispute Resolution
	- Information of Grievances Procedures

By the end of the employee's first month, the supervisor should:

	Ensure the employee understands the benefit and employee rights information
	Ensure the employee has completed required training
	Ensure the employee has attended Right Start and taken the Island Tour
	Establish and sign the employee's performance plan.
	Discuss incentive awards
	Review the employee's work progress to date. Provide specific feedback and discuss any areas of concern
	Provide the employee with general information of personal growth and training opportunities, as well as federal promotion policies/procedures.
	Instruct the employee on the use of ADLS
	Discuss office procurement procedures and how to obtain supplies
	Discuss how to obtain reimbursement for incidental charges
	Discuss basic Federal Travel Regulations