

SUPERVISOR'S CHECKLIST

New Employee: _____
 Supervisor: _____

Arrival Date: _____

Activities	Completed By	Date Completed
Building the Foundation (60 Days prior to EOD)		
Ensure vacancy announcement is streamlined and details the position accurately as well as sets expectations for hiring timeline		
Incorporate career patterns language in job announcements		
Pre-Engagement (through the interview process)		
Provide information about what it means to serve the American public and how the agency provides service to the individuals seeking service		
Include information about the agency culture, work life balance, work assignments, and job expectations during the interview process. Specifically, what will the person actually do and how does that align with mission		
Determine applicants expectations of the position as compared to the actual position to determine if they would be a could fit		
Provide employee with realistic understanding of the interview process, timeline, and provide a distinct time when they should hear back		
Pre-Boarding (14-21 days prior to EOD)		
Call new employee to congratulate her/him, confirm start date and answer any questions		
Communicate regularly to ensure that the employee continues to be engaged and excited about the position		
Make sure that the new employee understands what will happen the first day and when the supervisor will meet with them		
Identify a mentor or buddy for the new employee and have them call them prior to arrival to welcome them aboard		
Order and stock supplies for new employee		
Prepare new employee's workspace, including phone, computer, email and access to systems or equipment necessary for productivity		
Alert current staff of the new employee's arrival; discuss the person's role, her/his skills, and where she/he will sit		
EOD (day one)		
Supervisor meets and personally welcomes new employee, before initial in-processing if possible		
Conduct tour of building and provide information on		

neighboring resources (e.g., gyms, banks, place to eat, key offices such as HR, etc)		
Introduce new employee to staff members		
Take new employee to lunch (if allowable)		
Provide copies of work unit's manuals, procedures, work samples, etc.		
Ensure employee has a copy of the New Employee Orientation Binder		
Conduct end of day debrief		
Provide initial on-boarding evaluation form		
On-Boarding Phase I (First 5 days)		
With new employee review work area to make sure he/she has everything necessary to perform his/her job		
Provide information on agency policies and procedures; Communicate the culture of the agency and the employee's specific work unit		
Reinforce what it means to serve the American public and how the agency provides service to the individuals seeking service and the role the agency plays		
Provide detailed information about job assignments and performance expectations		
Give first work assignment, ensuring that it is meaningful		
Provide applicable mandatory training relating to the Constitution, ethics, computer security, safety, and agency-specific training		
Discuss probationary period expectations		
Establish work schedule		
Introduce office mentor/buddy (meet with mentor as necessary)		
On-Boarding Phase II (First 30 days)		
Provide information on Government-wide policies and regulations impacting the performance of official duties (e.g., Hatch Act, ethics)		
Outline the importance and relationship of the employee's job to the mission and priorities of the organization		
Conduct training needs assessment		
Discuss and issue performance standards and provide 30 day feedback session		
Provide employee with knowledge of organizational resources (e.g., historical files, knowledge management system)		
Discuss business continuity and shelter-in-place plans		
Engagement & Training (30-90 days)		
Review the results of the training needs assessment with the employee and develop an individual development plan		

Provide information about training opportunities		
Conduct performance review		
Performance & Team Building (120 days)		
Conduct mid-year performance review		
Integration & Transition (300 + from EOD)		
If employee is on probationary period, determine if employee will remain with the agency		
Provide a certificate indicating the employee has completed the new employee orientation process		
Throughout the Process		
Reinforce what it means to serve the American Public		
Reinforce the agency's mission and culture		
Communicate the employee's value to mission accomplishment		
Conduct periodic performance checks and discussion		
Provide training to develop skills or insight into the workings of the organization based on the individual development plan and work assignments		
Provide mandatory Governmentwide or agency-specific training		
Encourage new employee to provide insight into how to make the organization more effective and efficient		