



U.S. Department of Justice

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Washington, D.C. 20530

MEMORANDUM FOR JMD SENIOR STAFF

FROM: Lee J. Lofthus
Assistant Attorney General
for Administration

SUBJECT: Justice Management Division (JMD) New Employee Orientation

I am pleased to announce a new initiative, the *JMD New Employee Orientation* program which we will *pilot* this June. As you know, we have developed a range of strategies to ensure that all JMD employees have the information and tools needed to accomplish their work. This new orientation program is being piloted first, with all new JMD employees who have joined us over the last year, in order to gain their feedback so that we develop the kind of orientation that helps our employees as they enter on duty. I want to *first* tell you about the actual pilot, and *second*, about supportive materials we are providing to assist supervisors in their efforts to acclimate new employees.

First, the JMD New Employee Orientation program is an effort to welcome and introduce new employees to the Division, and to the Department of Justice (DOJ). It has been designed to provide the employee with a foundation of knowledge regarding JMD's mission, organizational structure, and functions, as well as, to foster an understanding of our culture, values, and diversity. New employees will also have an opportunity to see beyond their position or office, and better understand how JMD supports Justice.

As Staff Directors, you will have an opportunity to periodically participate on a panel to discuss key factors that contribute to a successful career at Justice, and I hope you take the opportunity to join the DAAGs and me in each of these quarterly offerings. As mentioned above, "new" employees from your organization (since October 2007) have been invited to attend the ***JMD New Employee Orientation pilot program that will be held from 9:30 a.m. – 2:30 p.m. on Wednesday, June 4, at Main Justice Conference Center, Room 7411.***

Second, another important piece of this initiative provides you with tools that help you to actively participate in ensuring the success of our new employees on day one. We all know that once new employees join the staff, supervisors must help them understand their role and how they fit into the overall organization, ensure they successfully adjust to the job, and help them develop positive working relationships. The Personnel Staff has developed the attached management tools: *Tools and Tips for Success* and the *Supervisor's Checklist for New Employees*, based on input they received from our new

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employees and you. The recommendations that are included in these tools are suggestions to help set a positive first impression, assist in providing a welcome environment, and increase overall productivity during the employee's first few weeks on the job. Each quarter, new employees will have an opportunity to provide feedback on their new hire experience and evaluate the *JMD New Employee Orientation*.

I appreciate your support as we introduce and welcome new employees to our talented and dedicated workforce. I would appreciate hearing any feedback or questions you may have if you would like to talk with me. If you or members of your staff have questions regarding this program, please contact Melissa DuRoss, Learning and Workforce Development, Personnel Staff at (202) 616-3734 or via electronic mail at Melissa.L.DuRoss@usdoj.gov.

THE JUSTICE MANAGEMENT DIVISION NEW EMPLOYEE ORIENTATION

Tools & Tips for Success

PURPOSE/GOALS

The JMD New Employee Orientation is designed to ensure new employees are welcomed, and feel valued as they begin their new job and join their new JMD team. Many Directors already have practices in place for new employees entering on duty. The following are suggested additional “tools and tips” to help you welcome your new employees.

TOOLS TO WELCOME A NEW EMPLOYEE

- Director may stop by the workspace or invite new employee to stop in
- Introduce new employee during a “walk-through” of all teams
- Hold “new employee get together” during first week to meet team
- Welcome banner or email signed by Director/Supervisor/team

TOOLS TO INCREASE PRODUCTIVITY

- Assign an internal mentor or “buddy” to assist new employee during first month or longer and to ease the transition
- Develop a “new employee network” of new and recent hires to aid in “learning the ropes”
- Introduce new employee to organization’s HR administrative liaison and brief employee on their responsibilities
- Provide a “Help Source” or “Cheat Sheet” card with the names/e-mail addresses of who to call for help, to include admin/liaisons, HR Specialist, mentor/buddy, JCON help desk
- Provide a list of internal points of contact for supplies, budget, travel credit cards, transit subsidy, water club, etc.
- Provide an updated organizational chart
- Provide a telephone directory (updated with their name, if possible)
- Arrange meeting during their first week to help them meet other peers/organization members
- Survey former new employees to understand and identify problems, frustrations, and what they would like to have “more/less of”
- Ensure that the supervisor and/or mentor schedules a series of one-on-one meetings with the new employee to early identify frustrations before they become problems

ANTICIPATE AND ANSWER QUESTIONS

- Identify questions specific to the new employee's job through interviews with previous hires in their job series
- Take new employee "under your wing" and show "how to's" of organization

HELP NEW EMPLOYEES FEEL A PART OF THE TEAM

- Preschedule a series of "no cancel" meetings with the supervisor and key team members during the first month
- Develop an Individual Development Plan (IDP) for first quarter to ensure new employee knows you want him/her to develop in career and organization

ADDITIONAL IDEAS

- Conduct an informal frustration survey among new employees at the end of the first, sixth month and year; manage results
- Provide a list of restaurants, theaters, or other interesting places to acclimate employee to new work neighborhood

**THE JUSTICE MANAGEMENT DIVISION
NEW EMPLOYEE ORIENTATION**

Supervisor's Checklist for New Employees

SUPERVISOR: The following is a checklist of information provided to help familiarize the new Federal/JMD employee to his or her new position. It is recommended that you review and discuss this list during the employee's first week with the organization.

WELCOME THE NEW EMPLOYEE

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- Review position description with employee, including the duties, responsibilities, and working relationships.
- Discuss with the employee the organization's staff divisions. Explain the function of our staff as related to the total organization and how the employee fits in.
- Confirm that the employee has reviewed the DOJ Employee Information Kit provided on the first day of employment during Orientation.
- Confirm that the employee has a copy of the DOJ Offices, Boards, and Divisions Employee Orientation Handbook and has read and understands it. Employee may review website at: <http://www.usdoj.gov/jmd/ps/empobdorient.htm>.

INTRODUCE EMPLOYEE TO CO-WORKERS

- Indicate to each co-worker the new employee's position.
- Explain or let each person explain general functions as you introduce the new employee.
- Assign a mentor from the team to assist during the first month in getting answers they need, and to ease the transition.

INTRODUCE THE NEW EMPLOYEE TO POSITION

- **Leave and Pay**

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- ___ Work Schedule and Flexibilities
- ___ Time & Attendance “how to”
- ___ Pay Calendar/ Salary Table
- ___ SF-71 Leave Request Form (discuss/explain/sample)
- ___ Vacations/Holidays/Sick Leave/FMLA
- ___ Transit Subsidy Request Application: Return to _____

- **Performance**

- ___ Performance Work Plan (Explain standards and criteria)
- ___ Complaint/Grievance/EEO Procedures
- ___ Promotion/Advancement (Merit-based)
- ___ Awards

- **General**

- ___ Employee Emergency Exit Information/COOP
- ___ Keys
- ___ Current Office Phone List
- ___ Phone Use: Your phone number is: _____
 - Use “9” for local calls
 - Use “9 + 1” for all business-related long distance calls
- ___ Voice Mail Instructions and Password
 - BlackBerry Instructions (if applicable)
- ___ Financial Responsibilities/ Purchase Card (if applicable)
- ___ Business Cards (If Applicable)
- ___ JCON/JSRA Account Set-up: See _____
- ___ Explain G and H drive use
- ___ Fax/Copy/Scan Machine Use
- ___ Lunch Breaks
- ___ Kitchen
- ___ Neighborhood Information (dining, parking, bank, gym, etc.)
- ___ Metro and DOJ Shuttle Bus information
- ___ Dress Code

- **Training Within First 90 Days**

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- ___ Access to *learnDOJ***
 - Provide contact information for the Training Coordinator
- ___ Ethics Awareness within first 90 days, then annual
 - A JMD Ethics Official should contact employee in first few weeks to schedule initial training
- ___ IT Computer Security Awareness within first 30 days, then annual
 - Employee will receive automated learnDOJ notification
- ___ No Fear Act within first 60 days, then every two years
 - Employee will receive automated learnDOJ notification

- **What Else to Expect**

- ___ Westlaw Training / Lexus Nexus account passwords: See _____
- ___ Keys: See _____
- ___ Supplies: See _____

- **Future Follow-Up**

- ___ Set date and time within 90 days to cover any Q&A or concerns

** New employees will have access to *learnDOJ* once loaded into the NFC database, the Pay Period *following* the appointment's effective date.