

On the employee's first day, you should . . .

- ___ Welcome and put the employee at ease. Encourage questions.
- ___ Give the employee an overview of what the onsite orientation will cover. Mention Regional New Employee Orientation training, Foundations, etc., if applicable.
- ___ View with your new employee the orientation video and explain how your office/station supports the mission of the Service.
- ___ Explain your relationship and your program.
- ___ Present the employee with a copy of his/her position description.
- ___ Outline the employee's duties and responsibilities.
- ___ Discuss 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 holidays. Include who can approve leave in advance and unscheduled leave.
- ___ Show the employee around the work area and other facilities, including the location of telephones, mailboxes, copy machines, fax machines, restrooms, etc. Discuss security of building/property.
- ___ Introduce the new employee to co-workers, supervisors, and managers, and explain the relationship of their work to the employee's.
- ___ Review how to operate the telephone system/voice mail and how to answer the telephone.
- ___ Review how to access the computer and e-mail, if applicable.
- ___ Identify the person(s) the new employee can go to for help if you are absent.
- ___ Arrange for the issuance of a Government Identification Card.
- ___ Go over safety, accident, and emergency procedures for the work area.
- ___ Have the new employee complete job-related tasks that will provide a sense of accomplishment.
- ___ Assist the new employee in completing the necessary appointment documents and ensure they are submitted to the Servicing Personnel Office. If you are located in the Washington or Regional Office, you can direct, or have a co-worker escort, the new employee to the personnel office to complete their appointment documents.

By the end of the employee's first week, you should . . .

- ___ Review the 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 Service.
- ___ Communicate your performance expectations.
- ___ Point out frequently used internal forms, where they are kept, and how they are used.
- ___ Review policies and procedures for the office and go over guides, instruction manuals, standard operating procedures, etc., that are available in the work area. Review special words and terms used by the office.
- ___ Explain the organizational structure of the Department and the Service.
- ___ Provide the employee with positive feedback and offer suggestions that will help the employee learn the job and fit in with the group. Ask the employee how the first week went and discuss any areas of concern.
- ___ Arrange for any necessary on-the-job training.

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

- ___ Retirement*
- ___ Federal Employees Group Life Insurance (FEGLI)*
- ___ Federal Employees Health Benefits Program (FEHB)*
- ___ Thrift Savings Plan (TSP)*
- ___ Employee Assistance Program
- ___ Ethics - An Employee Guide
- ___ Conflict of Interest Regulations
- ___ Political Activity Guidance
- ___ Equal Employment Opportunity Policy & Guidance
- ___ Service policy regarding training and career development

* Provided for permanent employees

By the end of the employee's first month, you should . . .

- ___ Establish and sign the employee performance plan. Discuss what is involved in a performance rating, specifically; critical elements of the position that will be used to measure performance; how performance is documented; and the time performance reviews and ratings will take place.
- ___ Discuss incentive awards.
- ___ Review the employee's work progress to date. Provide any positive feedback and discuss areas of concern that you or the employee identify.
- ___ Provide the employee with general information on personal growth and training opportunities, as well as promotional procedures. Decide together what training and developmental activities are necessary within their first year. At this time, you may also want to consider creating an Individual Development Plan with your employee.
- ___ Confirm that the employee has reviewed the "Critical Topics" section of the Orientation Web Site and has submitted their certification electronically to NCTC.
- ___ Discuss office procurement procedures and how to obtain supplies.
- ___ Discuss how to obtain reimbursement for incidental expenses.
- ___ Discuss basic Federal travel regulations.
- ___ Arrange for a Government Purchase Card and/or Travel Card, if appropriate.

AFTER COMPLETING ALL OF THE ITEMS ON THIS FORM, YOU BOTH SIGN IT AND THEN RETURN IT TO YOUR SERVICING PERSONNEL OFFICE.

Employee's Signature/Date

Supervisor's Signature/Date