

# Employee Orientation

## Vision:

An important part of creating a Rewarding Environment for our employees is to start them off on the right track – to build a culture, attitudes, knowledge, and skill sets right from the beginning. It is necessary to ensure our new employees feel welcomed and are equipped with the appropriate information about the USGS.

## Orientation offers:

• managers and supervisors the opportunity to lead and interact as they provide an orientation for their employees; and, as a follow-up, employees are able to see for themselves, the online information about the USGS: our history and mission, as well as their personal rights and benefits as a federal employee.

## It's for everyone!

• Participation in the Orientation Program is required within the first 3 years of service for all new employees on a permanent or time-limited appointment • All other employees are encouraged to participate • There are 2 Modules included in the Orientation Program and both are version 508 compliant (according to the American Disabilities Act).

## Module I

- A presentation by a senior manager that provides an overview of the US Geological Survey, including:
  - The USGS Mission
  - USGS Programs
  - USGS Employees
  - USGS Funding
  - USGS Products

## Module II

- An interactive CD entitled, "Human Resources Management: Your Rights and Responsibilities". This CD will take the participant on a "nautical cruise" through their rights and responsibilities as a federal employee. As they sail through ports of call, the CD will provide participants with an awareness of topics such as:
  - Merit System Principles
  - Ethics
  - Conflict
  - Classification and Hiring
  - Performance Management
  - Equal Opportunity
  - Diversity
- Module II is available through your servicing personnel office, on the web, or from the Office of Employee Development

We want to attract and retain talented employees. Orientation for USGS Employees is a tool we can use to accomplish those goals. Take advantage of this great training opportunity. **How can you get it?** Check with your servicing personnel office or visit our website at <http://training.usgs.gov>

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**Weaving employees into the fabric of USGS**