

## Checklist for Employee Orientation

INSTRUCTIONS. Supervisors should review Service Manual Chapter 230 FW 2, New Employee Orientation, when they have a new employee coming on board. This form is designed to assist in orienting the new employee.

Name: \_\_\_\_\_

Duty Station: \_\_\_\_\_

Office: \_\_\_\_\_ Organization Code: \_\_\_\_\_

Entrance on Duty Date: \_\_\_\_\_

Title, Series, Grade: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Employee Status: \_\_\_\_\_ New to Service  
 \_\_\_\_\_ New to Federal Government  
 \_\_\_\_\_ Permanent/Part-Time  
 \_\_\_\_\_ Reassignment

Before your new employee arrives, you should . . .

- \_\_\_\_\_ Contact the new employee and welcome them. Provide information on when, where, and what time to report, appropriate attire, parking, etc.
- \_\_\_\_\_ Send them the Orientation video and the New Employee Web Orientation Program web address (<http://training.fws.gov/led/neo/default.htm>).
- \_\_\_\_\_ Announce the selection of the new employee to your staff and ask for their support in helping him/her adjust.
- \_\_\_\_\_ Make arrangements to set up and equip the new employee's work station.
- \_\_\_\_\_ Arrange for the addition of an e-mail ID and network login ID (if applicable).
- \_\_\_\_\_ Assemble some preliminary assignments or substantive reading materials.
- \_\_\_\_\_ Develop some job-related tasks that the new employee can complete on the first full day in their position. This will provide the employee with a sense of accomplishment.
- \_\_\_\_\_ If appropriate, select a co-worker who can assist you in the orientation. Co-workers can help the employee feel comfortable and adapt to the new environment.
- \_\_\_\_\_ Have quarters ready for occupancy if Government quarters are used.
- \_\_\_\_\_ Ensure that you have received a new employee orientation package from the Servicing Personnel Office. *If you are at a field station and the new employee will not have direct access to the Servicing Personnel Office for the personnel orientation, you should coordinate closely with your personnel specialist and should be available to answer any questions from the employee that you cannot answer.*

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