

Reclamation Manual

Directives and Standards

BUREAU OF RECLAMATION ORIENTATION CHECKLIST

Sponsor

(Complete and return to local Human Resources Office)

Name: _____

Supervisor: _____

Entrance on Duty Date: _____

Organizational Unit: _____

Title, Series, Grade: _____

SPONSOR

Pre-Arrival Activities

- _____ Initial Contact Made
- _____ Inquire about Arrival Date/Travel Arrangements
- _____ Provide New Employee with your Pertinent Information
- _____ Obtain Information about New Employee (and Family)
- _____ Write Initial Sponsor Letter
- _____ Maintain Frequent Contact with New Employee During Final Week Prior to Arrival
- _____ Make Arrangements to Meet New Employee Upon His/Her Arrival

Arrival Activities

- _____ Personally Meet New Employee (and Family)
- _____ Discuss In Processing Requirements
- _____ Introduce New Employee to Coworkers
- _____ Share Informal Rules With New Employee
- _____ Provide Office Directories
- _____ Demonstrate How to Use Telephone System and Other Office Equipment
- _____ Ensure That Employee Knows How to Fill Out Time and Attendance Record

Post-Arrival Activities

- _____ Visit New Employee at His/Her Job Location
- _____ Continue to Lend Support and Friendship if Needed

I AGREE THAT ALL OF THE ABOVE ITEMS HAVE BEEN COMPLETED AND/OR DISCUSSED:

Sponsor Signature

Date