



DEPARTMENT OF DEFENSE  
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HUMAN RESOURCES

**Supervisory Best Practices: New Employee Orientation**

Research has shown the way that an employee is integrated into a position directly affects employee engagement, performance, and retention.

This checklist will (1) help you increase the potential for your new hire to become a productive, long-term employee and (2) support your efforts to take conduct or performance based actions against an employee should the need arise.

\_\_\_\_\_ **1. Designate New Employee Advocate (NEA).**

Designate an employee on your staff to help the new employee integrate into the team and serve as friendly face to answer general questions. Designating a positive, productive co-worker as a NEA will also encourage a team-oriented environment. Other responsibilities of an NEA might include:

\_\_\_\_\_ **A. Prep work.**

Ensure work space is clean and organized; check to see if necessary equipment (lights, computer, phone, trash can, etc.) is available and functional.

\_\_\_\_\_ **B. Welcome/ Introductions/ Key Locations in Building**

Introduce new employee to other employees at their work stations. Show key locations in building (bathrooms, emergency exits, where supplies are stored etc.).

\_\_\_\_\_ **2. Explain Office Rules (document date provided).**

Hours of work, leave requests and administration (annual and sick), lunch periods, and scheduling options (compressed work schedule, teleworking, etc.). *Provide office rules in writing if possible (includes email) and keep copy of notification for your records.*

\_\_\_\_\_ **3. Explain Role in Organization.**

Mission of DOD/ Division/ Branch/ Individual contributions toward mission.

\_\_\_\_\_ **4. Explain and provide Position Description.**

\_\_\_\_\_ **5. Explain and provide Performance Standards (supervisor and employee sign and date standards).** This must be done no later than 30 days from employee's start date.

\_\_\_\_\_ **6. Explain Probationary Period (if applicable) and Promotion Eligibility (if on GS career ladder).** *Mark these key dates on your calendar.* Probationary period is extension of interview process; appointment is not considered final until successful completion of the probation. *Career ladder promotion is not guaranteed; promotion depends on performance, needs of office, and budget.*

\_\_\_\_\_ **7. Explain and provide Individual Development Plan (if applicable).**

Especially important for developmental and career ladder positions.