

Delivering a High Touch / High Tech Employee Orientation Experience...

Employee Orientation components include:

- ★ **Employee Orientation website**
- ★ **Sponsor** for each new / transferring employee.
- ★ **Online checklist builder** for employees, supervisors, sponsors, functions, and organizations.
- ★ **Online forms**
- ★ **Online Employee Orientation calendar**
- ★ **Online Surveys**
- ★ **Workforce Transformation Tracking System (WTTTS)** online system for tracking basic data on new / transferring/ detailed employees.
- ★ **Orientation Email Notification System and Email box** with automated notices
- ★ **Tours and management receptions:** onsite and virtual
- ★ **Training:** online, onsite, and/or classroom
- ★ **Videos & Computer Based Training provided through eTraining**
- ★ **Initial Individual Development Plan (IDP) and Curriculum provided through eTraining**
- ★ **Integrated Orientation support** from mission and mission support areas, Centers, organizations, safety / health, information technology, facilities, training, human resources, benefits, etc.
- ★ **Employee Orientation Manager** at each center
- ★ **OPM Entry on Duty System (EODS)**

Need Help?

★ If you need help, contact us. Your organization will provide you with a table of contacts along with their phone numbers and email addresses.

★ Also, your Center has assigned an Employee Orientation Manager to ensure that the process goes smoothly and we are successful in your orientation. Your Center Orientation Manager's name and contact information are listed under the Feedback section of the website.

★ As you progress through your Orientation, please let us know what we did well and where we need to improve.



For More Information...

For more information about the NASA Employee Orientation program or to provide your input and recommendations please visit our website at:

www.employeeorientation.nasa.gov

NASA: Explore. Discover. Understand.
www.nasa.gov



10/07/2005

National Aeronautics and Space Administration
Employee Orientation Program



NASA Employee Orientation Employee Guide



Mission Success
Safety
Teamwork
Integrity

One Team
One Journey
One NASA

Office of Human Capital Management
October 2005

NASA Employee Orientation Program

First Steps...

ONE TEAM, ONE JOURNEY, ONE NASA...
Building the Future Together

Overview

★ Congratulations and welcome to the NASA Workforce! We are pleased that you will be joining us and we are working diligently to ensure that your first days with NASA are very successful and that they help you launch a productive and satisfying career.

★ NASA employee orientation is intended to provide you with the foundation tools, resources, and organizational perspective that will allow you to rapidly become an effective, fully contributing member of our NASA workforce. The orientation process begins before you report for duty and extends through your 6th month anniversary.

★ Your new supervisor, sponsor, organization, and your Center's functional areas all have a role in your successful orientation. You also have a role. The following tips are provided to help you make it through your first days as easily and as stress-free as possible.

Getting Started

★ When you are notified of your selection, we recommend that you first visit the NASA Employee Orientation website. On this website, you will find a variety of resources to assist you with a successful orientation:

www.employeeorientation.nasa.gov

My Checklist Builder

By now you've received and accepted a job offer at NASA. These were your first steps on your NASA journey. The next steps involve your employee orientation.

★ To guide you through your orientation process, you will first need to develop your personalized checklist using [My Checklist Builder](#) on the NASA Employee Orientation website. Once you answer a few simple questions, this tool will produce a personalized checklist that provides a listing of actions, activities, and forms that you must complete within certain time frames within your first six months.

★ The first grouping in your personalized checklist are those items that you should complete before reporting for duty. Please ensure that these are completed or your entry on duty may be delayed.

★ Although some items are suggested, some are mandatory. You are strongly encouraged to accomplish as many checklist items as possible before your arrival in order to ensure your rapid in-processing and easy entry into our workforce.



Stairway to the Stars

Steps for a Successful First Day

★ Put on your happy face! You are about to begin work with one of the premier aerospace organizations of all time. Each day you will participate in making our Nation's history and shaping humankind's future. The people you meet today will be your co-workers for many years. Now's the time to start building those positive, friendly relationships that make for great teams and successful careers.

★ Contact your sponsor and supervisor before your first day to confirm your arrival and to ask any last minute questions.

★ Arrive on time. Plan for possible delays at the Security Office. In most locations when you arrive at Security, you will be provided an employee badge, map, safety, traffic, and parking instructions, and directions to the in-processing location.

★ Bring two forms of personal identification or a US Passport.

★ Plan on spending the day in-processing. It is your first work day. Dress appropriately. Also, remember that you may be introduced to senior members of your new management chain.

★ When you report to your new organization become familiar with the office area and your new co-workers. They've all been where you're at today and will be more than willing to help you get settled in.

★ Participate in Center First day activities. Get involved in meetings, projects, tours, and organization activities—right away.

★ Meet with your supervisor to close out the day. Ask for any additional assistance that you need.

Again, welcome to NASA!
We look forward to working with you.