

## 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 (WTTS)** 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)**

## How you can help...

Your continuous participation is critical to the success of the NASA Employee Orientation process.

- ★ **Managers and Supervisors** should actively participate in the employee orientation process by...
  - Monitoring your new employees' progress through the orientation. (Checklists are available on the website)
  - Participating in or sponsoring employee orientation events, tours, and training
  - Implementing policies, processes, and practices to support the orientation process.
- ★ **Employees** should participate in the orientation process by serving as sponsors; assisting new employees within your organization; participating in employee orientation events, tours, and training; and recommending improvements to the employee orientation process.

## 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](http://www.employeeorientation.nasa.gov)

*NASA: Explore. Discover. Understand.*  
[www.nasa.gov](http://www.nasa.gov)



10/07/2005

National Aeronautics and Space Administration  
Employee Orientation Program



# NASA Employee Orientation Sponsor 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 for New Employee Sponsors

★ Employee Orientation is the process of transforming our new and transferring employees into effective, fully contributing members of the NASA workforce. The process begins with the job offer and extends through their 6th month anniversary. These are the first steps on their NASA Journey.

★ This Sponsor's Guide for NASA Employee Orientation provides guidance and information about your role in the orientation process. It also includes tips and tools that you can use to: (1) ensure our new employee's successful transition into our workforce and (2) create for them the excitement and belief that

*"Wow, this is going to be a great place to work!"*

### Getting Started

NASA Employee Orientation is intended for any new, transferring, or returning employee that comes to your organization. As a sponsor in our very stable NASA workforce, you may not have a lot of experience in working with these new employees. When you are assigned to serve as a sponsor, we recommend that you first visit the NASA Employee Orientation website. On this site, you will find a variety of resources to assist you and the new employee with a successful orientation:

[www.employeeorientation.nasa.gov](http://www.employeeorientation.nasa.gov)

### Sponsor's Role In Orientation

★ Remember your first days on the job? Those initial experiences went a long way in determining how quickly you became an effective, fully contributing member of our NASA workforce.

Now, it's your turn to help ensure that our new employee's first days on the job provide a successful launch to their career.

★ As a sponsor you are our new employee's new NASA "best friend." You are responsible for helping the employee get settled into the organization, their workplace, and the local area.


★ Your basic role is to be available to answer questions or find someone who can offer suggestions and advice about the organization and local area; and be available to help them find their way around at work.

★ Typically, you can expect to serve as a sponsor from the time of the offer letter to about a month following their entry on duty.



*Stairway to the Stars*

### Sponsor Checklist

1. When you are first asked to serve as a sponsor, visit the NASA employee orientation website. Familiarize yourself with what's available to the employee, sponsor, and supervisor. 
2. Use the online checklist builder to generate a sponsor's checklist based upon the type of employee and the location.
3. When the job offer is made, contact the new employee to answer any questions and offer your assistance.
4. Ensure that the employee has the contact information for you, their supervisor, the relocation specialist, the benefits specialist, and the HR Specialist.
5. Identify your employee's office right away and help the supervisor and organization ensure that it is prepared for the first day with: a phone, computer, furniture, user ID and password, Welcome Kit, and Welcome Letter. If possible, have welcome emails waiting in their inbox along with items on their calendar.
6. If possible, be available their first day to welcome them and help them find their way. Assist the supervisor in introducing them to their co-workers and other key personnel.
7. During the first weeks, check with them often to see how they're doing and answer any questions.
8. Help them get involved in meetings, projects, tours, and organization activities—right away.
9. Complete the checklist items and provide your feedback on the orientation program through the website.