

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 input and support is needed both during development and implementation of the agency-wide Employee Orientation process.

- ★ **Managers and Supervisors** should actively participate in the employee orientation process by...
 - Monitoring your new employees' progress through the orientation. (Checklists will be provided.)
 - Providing subject matter content from your organization relevant to new and transferring employees.
 - Implementing policies, processes, and practices to support the streamlined NEO process.
 - Participating in NEO events and training.
- ★ **Employees** should participate in the process by serving as sponsors, assisting new employees with your organization operations, 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

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



10/07/2005

National Aeronautics and Space Administration
Employee Orientation Program



Mission Success
Safety
Teamwork
Integrity

One Team
One Journey
One NASA

NASA Employee Orientation Overview

Office of Human Capital Management
October 2005

NASA Employee Orientation Program

First Steps...

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

Overview

★ 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 the 6th month anniversary.

These are the first steps on the NASA Journey.

★ This brochure provides a brief overview of the who, what, when, where, how, and why of the Employee Orientation program. It also provides information on how you can contribute to the program success.

NEO Program Background

Your NEOP team was tasked under the “OneNASA” Implementation Plan to create an Agency level, web-based orientation process for new, transferring, and detailed employees.



★ The project team consists of members from each of the Centers plus Functional Area contacts at HQS.

★ The NEOP team is incorporating the latest technologies and best practices to support a state-of-the-art, world-class new employee orientation experience.

★ Full implementation is scheduled for 2005.

NEO Program Goals

1. Significantly enhance the new employee “experience”...
 - ★ Create the excitement and belief that...
“Wow, this is going to be a great place to work!”
 - ★ Embed a clear message that Mission Success, Safety, Teamwork, and Integrity are what we value.
 - ★ Embed a clear understanding of NASA, our goals, and our responsibilities to our Nation’s future.
2. Vastly enhance the effectiveness and speed in which a new employee becomes a fully contributing member of our workforce.
3. Use information technology and customer feedback to significantly improve service and quality—while reducing time, labor, and costs.
4. Create a model and format for orientation that can be used for New Supervisors, New Students, New Contractors, New Executives, etc.



Stairway to the Stars

Steps for a Successful First Day

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 workforce.

As we welcome our new coworkers, it is critically important that we provide them with the foundation tools, resources, and organizational perspective that promote their rapid inclusion within our workforce.

Simply stated, the more successful we are in orienting them to NASA—the more quickly we can begin using their skills and talent and the faster they will become effective, contributing members of the NASA family.

Customer Feedback & Benchmarking

Your NEOP team is using a variety of tools to ensure that we deploy a process that fully meets the needs of our organizations and new employees:

★ **New Employee Survey** Since late July 2004, online survey responses on new employee orientation have been received from 555 of 746 (74%) NASA employees who have joined NASA since January 2003.

★ **Focus Groups** (14) with new employees and service providers were conducted at each Center.

★ **Benchmarking** was conducted with numerous non-NASA organizations.

★ **Best Practices** Industry, Government, and Centers’ Orientation best practices are being incorporated in the Agency process.

★ **Online feedback tools** are available to continuously solicit feedback and input.