

## 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)



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National Aeronautics and Space Administration  
Employee Orientation Program



# NASA Employee Orientation Supervisor's 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 Supervisors

★ 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 Supervisors Guide for the 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 your 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 supervisor in our very stable NASA workforce, you may not have a lot of experience in orienting these employees to their new jobs. When you first become aware that you'll be getting an addition to your staff, we recommend that you first visit the NASA Employee Orientation website. On this site, you will find a variety of resources to assist you, your staff, and your new employee with a successful orientation:

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

### Supervisor'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 workforce.

Now, it's your turn to ensure that your new employee's first days on the job provide a successful launch to their career. It is critically important that you provide them with the foundation tools, resources, and organizational perspective that ensure their rapid inclusion within our workforce and our NASA culture. Your role in orientation is to...

★ 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 responsibility to our Nation's future.

★ Ensure that they are familiar with their job, their organization, your performance expectations, and their developmental goals.

★ Ensure that they have the opportunities, the challenges, and the direction to launch a satisfying and productive NASA career.



*Stairway to the Stars*

### Supervisor's Checklist

1. When the job offer is made, contact your new employee to answer any questions or concerns.
2. Assign a sponsor from within your organization. If possible, the assigned sponsor should come from a similar background (age, occupation). The sponsor is your new employee's new "best friend" and is responsible for helping the employee get settled into the organization and the local area. Sponsor's Guide is on the website.
3. Ensure that your employee has the contact information for you, the sponsor, the relocation specialist, the benefits specialist, and the HR Specialist.
4. Identify your employee's office right away and ensure that it is prepared for their first day with: a phone, computer, furniture, user ID and password, Welcome Kit, and Welcome Letter. If possible have emails waiting in their inbox along with items on their calendar.
5. If possible, be available their first day to welcome them into your organization. Introduce them to their management chain and other key personnel.
6. During the first week, discuss their position, your performance expectations, their individual development plan, and their work assignments.
7. Get them involved in meetings, projects, tours, and organization activities—right away. Ensure that they understand how their work fits into NASA's mission.
8. For the first month or so, schedule periodic meetings to ensure that they are being taken care of and that they have what they need to do their job and to jump start a great NASA career.

