

OCAO ON-BOARDING CHECKLIST

for new employees

*New Employee
Information*

Name:	Start Date:
Position:	Supervisor:
Organization:	Duty Station:
Phone Number:	Email:

TASK	COMPLETED
BEFORE FIRST DAY - This refers to the time before the new employee arrives at the duty station.	
Welcome letter mailed from CAO (including information regarding OCAO New Employee website).	<input type="checkbox"/>
Contact new employee to answer questions.	<input type="checkbox"/>
Identify and assign a mentor/sponsor.	<input type="checkbox"/>
Set up workstation/office.	<input type="checkbox"/>
Ensure that "office essentials" (computer, telephone, email, Time & Attendance, Travel Manager, Commerce Learning Center, IT and Security Training, etc.).	<input type="checkbox"/>
Personalize sign on door or cubicle, update organizational chart (on website).	<input type="checkbox"/>
Plan welcome reception for new employee.	<input type="checkbox"/>
Develop Individual Development Employment Plan (IDP) by using the recommended training identified in the CAO Leadership Development Framework.	<input type="checkbox"/>
For the administrative support team of new managers/supervisors: <ul style="list-style-type: none"> • Create a list of names of office employees • Provide names of key OCAO leadership (OCAO Organization chart) • Set up calendar for OCAO Leadership meetings and other key meetings with Staff and/or Line Office cross functional team meetings or Council meetings • Develop a briefing book with information about the organization and employee assignments, etc. 	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
FIRST DAY/ORIENTATION - This refers to the first day the new employee reports to work and any orientation activities in the first few days.	
Once released from WFMO, welcome with reception, flowers, NOAA pin and OCAO paraphernalia, etc.	<input type="checkbox"/>
Introduce employee to staff and/or key OCAO leaders.	<input type="checkbox"/>
Introduce new employee to mentor/sponsor.	<input type="checkbox"/>
Eat lunch with new employee on their first day, if appropriate (invite mentor).	<input type="checkbox"/>
Provide tour of facility (cafeteria, credit union, snack bars, parking, security, etc.).	<input type="checkbox"/>
Provide information about NOAA and OCAO.	<input type="checkbox"/>
Help make the first day a compelling and valuable experience.	<input type="checkbox"/>
Register for access to use Purchase card, Commerce Learning Center, Web T&A, Travel manager, Travel card, C-Request, etc.	<input type="checkbox"/>
Provide copies of the NOAA and OCAO policy statements on non-discrimination and EEO to new employees, especially those who have been appointed to supervisory positions.	<input type="checkbox"/>

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Phone Number:	Email:

TASK	COMPLETED
FIRST WEEK - This refers to the first five business days the employee is on the job (excluding time in orientation).	
Issue and discuss performance plan.	<input type="checkbox"/>
Discuss Individual Development Plan (IDP) by using the recommended training identified in the OCAO Leadership Development Framework.	<input type="checkbox"/>
Explain job responsibilities and expectations.	<input type="checkbox"/>
Introduce new employee to other employees and/or Line Office or OCAO staff.	<input type="checkbox"/>
Ensure that new employee's meet SES leadership.	<input type="checkbox"/>
Review the organizational structure and key staff.	<input type="checkbox"/>
Provide a key list of contacts who can address the new employees concerns.	<input type="checkbox"/>
Solicit feedback from the new employee regarding the OCAO on-boarding process.	<input type="checkbox"/>
Deal with issues early when they can be most easily remedied, and make sure that the employee is on the right path.	<input type="checkbox"/>
Order business cards for new managers and supervisors.	<input type="checkbox"/>
FIRST 90 DAYS - This refers to the time between the new employee's first week and the first three months of employment.	
Review performance objectives and set individual development goals.	<input type="checkbox"/>
Provide new employee with feedback early and often.	<input type="checkbox"/>
Monitor IDP and other skills required to perform the position.	<input type="checkbox"/>
Meet with new employee regularly to ensure they expand their knowledge and skills.	<input type="checkbox"/>
Check with new employee to ensure that they continue to assimilate and expand their capabilities.	<input type="checkbox"/>
Spend less time handholding and more time empowering.	<input type="checkbox"/>
Conduct mid year performance evaluation.	<input type="checkbox"/>
FIRST YEAR - This refers to the time in between the new employee's first three months and the end of the first year of employment.	
Prepare a new and/or revised Individual Development Plan (IDP).	<input type="checkbox"/>
Conduct end of year performance evaluation.	<input type="checkbox"/>
Ensure that the CAO sends a congratulatory letter on the employee's one-year anniversary.	<input type="checkbox"/>