

# HQMC Onboarding Checklist: Phase 5

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## ***Your First Year***

### **Item : 1. Informal Review and Coaching**

- a. Schedule informal reviews with your Supervisor (as required)
- b. Schedule coaching sessions with Supervisor (as necessary)

### **Item : 2. Performance Review and Appraisal**

- a. Complete mid-term performance review (if required)
- a1. Complete self-assessment
- a2. Meet with your Supervisor
- a3. Sign off on completed Performance Review
- b. Complete year-end performance review
- b1. Complete self-assessment
- b2. Meet with your Supervisor
- b3. Sign off on completed Performance Review

### **Item : 3. Explore Marine Corps Civilian Leadership Development**

- [a. Learn about the Marine Corps Civilian Leadership Development Program \(MCCLDP\)](#)
- b. Apply for the MCCLDP
- [c. Enlist a mentor](#)
- d. Create your Individual Leadership Development Plan (ILDP)
- e. Review your ILDP with your Supervisor for approval

### **Item : 4. Explore Marine Corps Communities of Interest (COI)**

- [a. Learn about Communities of Interest \(COI\) and your Community](#)
- b. Contact your Community

### **Item : 5. Complete your Onboarding**

- a. Celebrate your first anniversary as a Civilian Marine!