

# ***EXECUTIVE ONBOARDING BRIEFING***

**WELCOME TO THE DEPARTMENT OF VETERANS AFFAIRS**

***Corporate Senior Executive Management Office***  
***"Managing the Executive Life-Cycle for VA"***



# Executive Onboarding Background



- ***Executive Onboarding*** is a way to acquire, accommodate and assimilate new leaders into an organizational culture and business
- The concept behind onboarding is to:
  - Make new employees (executives) feel welcome and comfortable in their new surroundings
  - Minimize the time before the executives are productive in their agency, organization and new position



# Why the Need for Executive Onboarding



- Five common reasons new executives fail:
  - Failure to establish a cultural fit;
  - Failure to build teamwork with staff and peers;
  - Unclear about what's expected of them;
  - Lack the required internal political savvy; and,
  - No process to assimilate executives into the organization.

(Based on survey conducted by Corporate Leadership Council)



# Onboarding Program Goals



- For newly placed executives, the Onboarding Program will:
  - assist and build leadership capabilities;
  - establish networks and relationships;
  - gain knowledge and insight of VA and their organizational structure; and
  - achieve executive success





# Onboarding Phases



## Pre-Boarding

Prepare for Exec arrival & send out processing forms

## Day1/Week1

Ensure welcome into organization

## 30 Days

Build relations; Establish roles & tasks relating to performance

## 90 Days

Build competence in job; Open discussions

## 6 Months

Provide guidance & feedback

## 1 Year

Monitor performance Engage Exec in advancing



- Work with IT
- Assign Executive Sponsor
- Develop Briefing Book or Website
- Order Nameplates, Flags and Business Cards
- Schedule Mandatory Training

- Enroll into Exec. Coaching Program
- Assist Executive with briefings & transitional meetings
- Ensure job roles & responsibilities are communicated
- Register for OPM's SES Briefing

- Meet Coach
- Engage in leadership assessment
- Schedule appts w/stakeholders
- Facilitate network opportunities
- Develop Performance Management Plans

- Create EDP w/assistant from manger & coach
- Review performance objectives w/ manager

- Schedule formal feedback session w/ manager
- Reflect on role w/coach

- Complete another leadership assessment
- Develop roadmap for long-term success



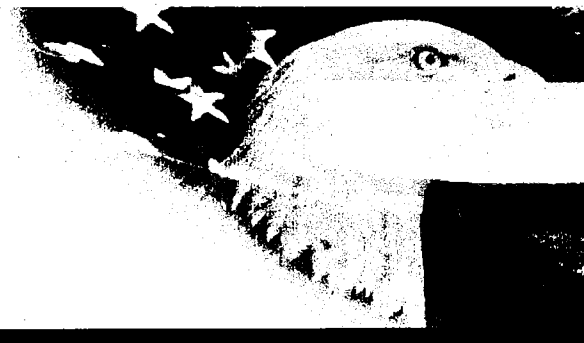


# What Happens Next? After 1 Year



- Throughout all phases; CSEMO will be in contact with the new Executive and his/her Manager
  - Reach out regarding training/leadership developmental needs
  - Obtain feedback from the Executive on the onboarding experience
- Post-Onboarding (Up to 18 months)
  - CSEMO will continue ensuring that the Executive assimilates to the Department and his/her organization through additional resources and support





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For More Information on CSEMO's Executive  
Onboarding Program, contact:

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