 **BLM New Employee Orientation Guide**

**Introduction**

The BLM New Employee Orientation program is a comprehensive process that welcomes new employees into the BLM and connects them to the people and resources they need to be successful. The BLM New Employee Orientation process begins once an applicant accepts a position with the Bureau of Land Management. The program includes a New Employee Welcome Packet, the Supervisor’s New Employee Orientation Checklist, the Office Sponsor’s New Employee Orientation Checklist, an OPM Pathways Mentor Information Sheet (as appropriate), and may include a Local Perspectives Orientation.

The program incorporates bureau-wide resources, including the BLM’s online New Employee Orientation training and BLM Pathways classroom course. This guide describes the specifics of the program to provide a positive first impression, connection experience and work environment for new employees. The process is designed to provide an organized and meaningful experience to help the supervisor and new employee navigate on-boarding and orientation to BLM. The goal is for new employees to:

**Feel: Welcome**

**Know: We have planned and prepared for their arrival**

**Do: Navigate the on-boarding process and orientation quickly and efficiently**

**Pre-planning**

Each district/state/center/WO will follow the standard procedures for Human Resources on-boarding. There are some things the supervisor can do to help establish a welcoming environment and prepare the new employee before their first day on the job. The Supervisor’s New Employee Orientation Pre-Planning Checklist provides a suggested list of things to do in preparation for welcoming the new staff member.

**New Employee Welcome Packet**

This packet contains an appointment calendar, a list of frequently used acronyms and their meaning, a key points of contact list, an office telephone directory, safety related information, employee rights information (EAP, CORE, EEO), and Ethics pamphlets for the new employee’s workstation.

**Supervisor’s New Employee Orientation Checklist (NEO)**

The Supervisor’s New Employee Checklist is a tool designed to assist the new employee and their supervisor in completing the New Employee Orientation program, and to ease the new employee’s transition into the BLM. The checklist identifies the tasks the supervisor and new employee will need to accomplish and will also kick-start the new employee’s training, development and creation of the Employee Performance and Appraisal Plan as well as an Individual Development Plan. The checklist includes certification milestones between the new employee and supervisor at the conclusion of the first day, first week, first month and 90 day periods.

**Office Sponsor**

The supervisor matches a new employee with an existing BLM employee who will assist them in acclimating to their office and the organization. The Office Sponsor acts as a point of contact for general inquiries regarding day-to-day matters such as location of facilities, information processing requirements, and relevant organization policies. Office Sponsor’s must receive approval from their supervisors to participate in this program.

**First Day**

As part of the on-boarding process, the supervisor or their representative will meet with the new employee on the first duty day to welcome them and introduce them to their co-workers. In addition to conversations about performance, training and development, supervisors should conduct an Entrance Interview with the new employee. The initial meeting would include a discussion of the team dynamics and office culture. The supervisor should explain and initiate the Supervisor’s New Employee Orientation Checklist (Attachment 3) and complete signature blocks as well as all Day One tasks.

**BLM online New Employee Orientation Training**

BLM provides an online New Employee Orientation. It covers important topics like BLM History, Ethics, and Leadership Excellence to name a few topics. New employees should complete the BLM’s online New Employee Orientation training within the first week of having access to a BLM computer and DOI Learn.

**State Specific New Employee Orientation Information-“Local Perspectives”**

Each state may conduct a “Local Perspectives” district/state/center/WO specific orientation to acclimate the New Employee sometime within their first year of employment. **These briefings provide information and insights into the work, challenges, and the dynamics of the new organizational unit.**

**BLM Pathways**

As part of the overall experience for new employees, it is BLM’s goal for new employees to attend a session of BLM Pathways. BLM Pathways is a three-day course held at the BLM's National Training Center in Phoenix, Arizona. It is the foundation for BLM's new employee orientation, retention and leadership development programs.  It's a great opportunity to learn about the history, mission and function of the BLM, and to meet other BLM employees from across the Nation.  BLM Pathways is normally held twice per year, and all full time BLM employees are encouraged to attend BLM Pathways within their first 18-months of employment.

**Stay Interview**

The Employee Development/HR Specialist or the employee’s supervisor will conduct a Stay Interview with the new employee at 90-days. Stay Interviews are separate from conversations the new employee might have with their supervisor related to their job role and performance. The purpose of the Stay Interview is to find out what we can do to improve the employee’s job satisfaction, engagement and retention. The Stay Interview can be adjusted to meet the specific situation, but sample questions might include:

• What is one thing that would make your job more satisfying and rewarding?

• How does working here compare to what you thought it would be like?

• What kind of recognition is most meaningful to you?

• How can we best support your training and development?