**Supervisor’s New Employee Orientation (NEO) Pre-Planning Checklist**

This checklist provides guidance to managers and supervisors in providing new employee orientation to incoming Bureau of Land Management (BLM) personnel. It provides structure to the new employee orientation process and is designed to complement the DOI Learn NEO online training.

New Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Duty Station: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Entrance on Duty Date (EOD) \_\_\_\_\_\_\_\_\_\_\_\_

Title / Series / Grade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Status: New to Bureau \_\_\_ New to Federal Government \_\_\_ Reassignment \_\_\_\_

**Supervisor’s Responsibilities upon New Employee’s acceptance of job**

1. \_\_\_ Assign an office sponsor for the new hire and forward the name to the servicing HR office to be included in the introductory letter.
2. \_\_\_ Assign a Mentor if the new employee is a student intern, recent graduate or Presidential Management Fellow in the OPM Pathways program and forward the name to the servicing HR office to be included in the introductory letter.

**Supervisor’s Responsibilities PRIOR to New Employee Arrival**

1. Contact and welcome the new employee.
	1. \_\_\_ Provide the new employee with information regarding first day reporting requirements including the name of an office sponsor or mentor they will be assigned to for additional assistance.
	2. \_\_\_ Coordinate with the office sponsor to send a welcome package containing maps, brochures, and information pertaining to the office and local area if the employee is new to the area; including events, activities, and requirements relevant to the organization.
2. \_\_\_ Announce the selection of the new employee to the staff and ask for support in helping the new employee transition to their new workplace.
3. Ensure the employee’s workstation is set up and equipped, keeping in mind any special needs of the employee.
	1. \_\_\_\_ Desk, Chair
	2. \_\_\_\_ PC, Telephone, Supplies
	3. \_\_\_\_ Request any required software be installed on pc
	4. \_\_\_\_ Other
4. Arrange for computer and building access.
	1. \_\_\_ Verify Background Investigation (BI) requirements are complete by checking the employee’s status with HR.
	2. \_\_\_ Arrange for proper building access, ensure computer access has been granted, and verify employee has his/her DOI Identification Badge.
5. \_\_\_ Request new employee be added to telephone directory, email list and assigned a mail box.
6. \_\_\_ Identify and plan several preliminary assignments and job related tasks the new employee can complete within the first 30 days.
7. \_\_\_ Prepare a New Employee Welcome Packet with an appointment calendar, list of frequently used acronyms and their meaning, Key Points of Contact List including emergency contacts, an office telephone directory, and any other relevant documents, safety related information, employee rights information (e.g. EAP, CORE, EEO), and ethics pamphlets for the new employee’s work station. (Contact EEO Manager and Ethics Officer for relevant documents)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature & Date

**This supervisory checklist will be maintained in the employee’s organizational file.**