**Supervisors New Employee Orientation Checklist**

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Employee’s Signature & Initiation Date Supervisor’s Signature & Initiation Date

**Day One:**

* Send out a welcome notice to all office employees welcoming the new employee
* Meet with employee upon arrival the first duty day
* Verify employee’s government-issued identification
* Introduce to co-workers, other supervisors and managers and new Office Sponsor
* If new employee is a OPM Pathways Program appointment (student intern, recent graduate, Presidential Management Fellow) introduce to assigned Mentor and explain role of mentor/mentee
* Verify with HR all new employee paperwork has been completed
* Give new employee a tour of the office area inside and outside including parking areas
* Explain Delegation of Authority and to whom employee reports in absence of supervisor
* Review applicable safety, security, emergency and accident procedures for the work area including station safety, disaster action, Contingency Of Operations Plan (COOP) and provide copies where required
* Show employee around the work area and their work station; location of first aid kits, Automated External Defibrillator (AED), alarms, emergency exits and route, lighting, stairways, and staging areas
* Provide employee with a copy of their position description and explain duties, responsibilities and other duties as assigned; discuss mission of BLM, office, division, branch, and team
* Discuss preferences and expectations of the new employee and how their position duties and responsibilities relate to the organization
* Provide a copy of office organizational chart and where employee’s job fits in
* Review tenure and type of appointment, career ladder policies and procedures and probationary period if it applies
* Review core work hours and schedule options; determine tour of duty work schedule; review telework, lunch and breaks, annual and sick leave policies, overtime, compensatory time, credit hours, holidays and other work/life balance initiatives. Explain who can approve annual, sick and unscheduled leave and the process to follow.
* Demonstrate or arrange demonstration of Telephone System and Voice Mail
* Demonstrate or arrange demonstration of how to access and use the email system explaining email and internet protocol
* Explain BLM Help Desk procedure
* Review correspondence policy and guidance
* Show location of the mail room and office supplies, and explain the process to obtain them
* Review dress code
* Check back with employee for any questions or clarification points before the end of the day

**By the end of the First Week:**

* Verify required forms have been completed and returned to HR; confirm understanding of benefits and timeline for enrollment (Retirement, Federal Employee’s Life Insurance, Federal Employees Health Benefits, Flexible Spending Accounts, Thrift Savings Plan, Roth TSP, Long Term Care Insurance, other)
* Arrange for charge card and explain protocols and required on-line training
* Explain requirements and procedures for government vehicle use and driver responsibilities
* Introduce to Time Keeper for QuickTime training
* Introduce to Data Steward for training
* Introduce to FATA for training on government travel software application
* Provide information for DOILearn online training:
  + IT Security Training – mandated prior to being granted DOI network access (guest computer/CD/public access)
    - FISSA
    - RBST (role based security training; depending on position)
  + Telework Training as appropriate
  + New Employee Orientation training within the first week of having access to a BLM computer and DOI Learn
    - Online New Employee Orientation training

**Description of New Employee Orientation (NEO) online training course modules found at;** [**http://www.doi.gov/doilearn/index.cfm**](http://www.doi.gov/doilearn/index.cfm) **(times are approximate)**

* Module 1 – Introduction to the NEO Training (10 min)
* Module 2 – BLM History with links to extended video (15 min + extended video)
* Module 3 – BLM Today; current BLM issues (30 min)
* Module 4 – Ethical Conduct with 14 Principles pamphlet (satisfies 1 hour of training requirement)
* Module 5 – Equal Employment Opportunity (EEO) includes Policy on Workplace Harassment and Alternative Dispute Resolution (satisfies 1 hour of training requirement)
* Module 6 – Types of Appointments (10 min)
* Module 7 – Employee Performance Appraisal Plan (EPAP) Process (30 min)
* Module 8 – Career Development; creating your individual development plan (IDP) (20 min)
* Module 9 – Introduction to Pay and Leave, and QuickTime System (30 min)
* Module 10 – Overview of Benefits; Health, FERS, TSP, LTC (15 min)
* Module 11 – Safety Concerns (25 min)
* Module 12 – Other Things You Need to Know (30 min)
* Module 13 – Leadership Excellence; Leadership competencies, assessment tools & development programs (30 min)
* Module 14 – BLM Stories about key program areas told from employees’ perspective (1 hour)
* Charge card training prior to receiving charge card
* Defensive driving course prior to driving government vehicle
* Arrange for a time to help orient new employee to the community if needed

**By the end of the First Month:**

* Review Employee Benefits and Employee Rights;
  + Ethics Guidance (i.e. conflict of interest, political activities)
  + EEO policy and guidance
  + Conflict Resolution (CORE) program
  + Grievance procedures
  + Bargaining unit members and non-bargaining unit members
  + Credit Union, oneDOI benefits
  + Employee Assistance Program (EAP)
* Establish performance elements and standards for EPAP and discuss form, process and timeframe; new employee signature
* Discuss training needs, career development and Individual Development Plan (IDP)
* Explain incentive awards (Performance, STAR, QSIs, Time Off, Applause)
* Review employee’s work to date; provide feedback and answer any questions
* Supervisor will also identify other training required for the next 6 – 18 months including Local Perspectives and BLM Pathways based on budget/funding.

**Within the first 60 Days after hire:**

* Completion of NO FEAR Act training.

**At the 90 Day period**

* Conduct “Stay” Interview

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Employee’s Signature & Completion Date Supervisor’s Signature & Completion Date

**Return original form to servicing Human Resource office.**

**A copy may be maintained in the employee’s organizational file.**