**Office Sponsor’s New Employee Orientation (NEO) Checklist**

This checklist provides guidance to Office Sponsor’s in welcoming new Bureau of Land Management (BLM) personnel. (It provides structure to the NEO process and is designed to complement the DOI Learn NTC NEO online training). **The duties of the Office Sponsor will be discussed and agreed upon between the Supervisor and Office Sponsor before the Office Sponsor is selected and begins participation in the process.**

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

Office Sponsor Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

**Office Sponsor’s Responsibilities to Assist New Employee Arrival**

**Prior to New Employee Arrival**

1. \_\_\_ Prepare for the first day by contacting the new employee two or three business days before the start date to welcome the new employee and review logistics for the first day (e.g., office location, parking, lunch plans).
   1. Coordinate time and date of the meeting with supervisor to ensure both people meet the new employee on the first day.
2. \_\_\_ Coordinate with the supervisor to send the new employee a welcome package before his/her arrival.

**When New Employee Arrives**

1. \_\_\_ Greet the new employee on the first day of employment. (first day)
2. \_\_\_ Show the new employee around the office and introduce him/her to fellow employees, if requested by the supervisor. (first week)
3. \_\_\_ Have lunch or arrange for someone to eat with the new employee during his/her first week on the job. (first week)
4. \_\_\_ Ask if the employee has any questions about the local community.
5. \_\_\_ Be positive and realistic. Provide information about the organization and its culture. (first week)
6. Be available to explain office procedures, workflow and address specific questions.
7. \_\_\_ Check with the new employee regularly to ensure they continue to assimilate into the organization. (first 90 days)

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Employee’s Signature & Date Office Sponsor’s Signature & Date

**This checklist will be provided to the new employees’ supervisor when**

**completed and maintained in the employee’s organizational file.**