

Supervisor/Manager Onboarding Checklist

How to use this checklist

This document serves as a list of activities for you to complete with your new employee, including corresponding time lines and a list of tasks HR will complete.

Before first day

- ❑ Contact the employee – welcome them onboard and discuss first day logistics. Provide information about your office/work site.
- ❑ Prepare office space
 - Setup computer and phone
- ❑ Ensure access to Active directory, email, bureau systems (FBMS, FPPS, Travel, Quicktime, etc) as applicable.

First Day

- ❑ Show employee the workplace, their workstation and equipment.
- ❑ Introduce the new employee to key officials, fellow workers, and if applicable, to those whom they will supervise.
- ❑ Provide information about Health Unit, First Aid facility, Physical Fitness Center, Credit Unions, Cafeteria and eating places, etc.
- ❑ Talk about pay and pay periods, time and attendance, types and accumulation of leave, and how to request leave.
- ❑ Explain layout of the building, facilities (elevators, stairways, emergency exits, evacuation routes, fire extinguishers, fire drills etc.), information on parking areas and restrictions, building and office security, and issue parking pass if required.
- ❑ Share the New Employee Orientation website.

HR Task List

Before first day

- Provide information for their Government Identification Card.
- Provide EOD packet.

First Day

- Administer the Oath of Office
- Provide the “Ethics Guide for Department of the Interior Employees” and a copy of the USGS Ethics Office of Contact and Specialization Chart.
- Provide a copy of the “Financial Guide for USGS Employees” and complete a USGS Form 9-1909.
- Provide instructions and help the employee complete EOD documents.
- Explain the nature and reasons for the appointment (permanent/temp)
- Explain the probationary period, if appropriate.
- Explain the right to elect benefits including the retirement system, and deadlines for elections. TSP.
- Discuss Employee Express

During first week

- ❑ Provide and explain the Position Description, job duties and expectations, etc.
- ❑ Explain the confidential nature of work, if applicable.
- ❑ Explain the role of the administrative office and the types of assistance available.
- ❑ Discuss procedures like emergency phone tree, smoking policy, and inclement weather policy as appropriate.
- ❑ Advise the employee of any office rules, policies, or practices and provide copies in writing, if available.
- ❑ Explain the role of the HR Office and points-of-contact.
- ❑ Explain the training policy and the process to access their account in DOI Learn.
- ❑ Provide labor-management relations information, if appropriate.
- ❑ Provide written safety policy, procedures, or booklet. Discuss safety policy to include safe working habits, worker's compensation, and accident reporting.
- ❑ Discuss alternate work schedules and complete form, if applicable. Discuss Teleworking if appropriate.
- ❑ Mail handling rules – show where mailboxes are located, process for incoming and outgoing snail mail, what an employee can and cannot mail and receive.

During first 30 Days

- ❑ Discuss advancement opportunities in the organization, if applicable.
- ❑ Establish performance standards and develop an Individual Development Plan (finalize within 60 days of entrance on duty).
- ❑ Discuss Government credit card and use policy, if applicable.
- ❑ Discuss Government Vehicle use and assign Defensive Driving Course if employee will drive a government vehicle.

A Supervisor's Role

You may have heard the saying, "People don't leave organizations; they leave leaders." Responsibility for a successful new employee orientation rests with the Human Resources Office, the supervisor, and the new employee. The supervisor's role cannot be overemphasized, especially since the most important relationship within any organization is the one between employees and their immediate supervisor. The relationship generally begins before orientation and is most important during the first few weeks and months of employment.

Here are some things to remember during the orientation process:

- Work closely with the Human Resources Office to ensure a new employee's smooth transition.
- Be enthusiastic, and engage the new employee.
- Align the new employee's work with the USGS mission, vision, goals, and plans.
- Help the new employee assimilate as quickly as possible.
- Provide guidance to ensure proper training and development.
- Consider a mentor, which is different than a Sponsor.
- Consider the Leadership Intensive program.

We know that, as USGS supervisors, you already have to juggle many projects, responsibilities, and priorities. The onboarding program is not about giving you some thing more to do. Rather, its purpose is to provide you with a process to create a more engaging and effective experience for both you and your new employee.