

New Hire Master Checklist

Timing	Action	Links	Owner	Date Completed	Owners Initials
Before Arrival	Prepare office space and staff for new employee. Set up computer, phone, etc.		Supervisor/ Office Level		
Before Arrival	Ensure access to Active Directory, email, computers, etc.		Office Level		
Before Arrival	Ensure Access to Bureau Systems (FBMS, FPPS, Travel, Quicktime, etc.) as appropriate.		Office Level		
Before Arrival	Explain how, when, and where to get a Government Identification Card.	http://www.gsa.gov/portal/content/102803	HR		
1 st Day	Administer the Oath of Office, as appropriate.		HR		
1 st Day	Provide a spiral bound, color copy of the "Ethics Guide for Department of the Interior Employees" and a copy of the USGS Ethics Office of Contact and Specialization Chart.	https://www2.usgs.gov/quality_integrity/ethics/	HR		
1 st Day	Provide a copy of the "Financial Guide for USGS Employees" and complete a USGS Form 9-1909 (Employee Financial Interests Certification). Form 9-1909 must be filed in the eOPF.	https://www2.usgs.gov/quality_integrity/ethics/	HR		
1 st Day	Provide instructions and help the employee complete appointment documents.		HR		
1 st Day	Emphasize the necessity for timeliness, accuracy, and completeness of the appointment documents.		HR/ Benefits		
1 st Day	Explain the nature and reasons for the appointment (permanent/term/temporary)		HR		
1 st Day	Explain the probationary period, if appropriate		HR		
1 st Day	Explain the right to elect benefits including the retirement system, and deadlines for elections. TSP. Provide appropriate website addresses.		HR/ Benefits		
1 st Day	If employee is a transfer from another agency, employee must provide the servicing HR office with a copy of the last Leave and Earnings Statement from the losing agency so leave balances can be transferred. In addition, employee contacts the Benefits Counselor regarding FSA, LTC, TSP Loan(s).		HR/ Employee		

1 st Day	Discuss Employee Express	www.employeeexpress.gov	HR and/or Office Level		
1 st Day	Talk about Pay and Pay Periods/ Time and Attendance	https://www2.usgs.gov/humancapital/pb/paybenefitslinks.html	HR and/or Office Level and/or Supervisor		
1 st Day	Leave – types and accumulation	https://www2.usgs.gov/humancapital/pb/paybenefitslinks.html	HR and/or Office Level		
1 st Day	Show employee the workplace, and his/her workstation and equipment. Introduce the new employee to key officials, fellow workers, and if applicable, to those whom the employee will supervise if they are a New hire Supervisor.		Office Level		
1 st Day	Explain layout of building, facilities (elevators, stairways, emergency exits, evacuation routes, fire extinguishers, fire drills, etc.), information on parking areas and restrictions, and issue parking pass if required, building and office security.		Office Level		
1 st Day	Discuss procedures like Emergency Phone tree, Smoking policy, and Inclement Weather policy as appropriate.		Office Level		
1 st Day	Discuss Employee Assistance Program (EAP) or local counseling services, and employee organizations.	https://www.doi.gov/pmb/hr/eap http://www.usgs.gov/humancapital/pb/eapresources.html	Office Level		
1 st Day	Mail handling rules – show where mailboxes are located, process for incoming and outgoing snail mail, what an employee can and cannot mail and receive.		Office Level		
1 st Day	Provide information about Health Unit, First Aid Facility, Physical Fitness Center, Credit Unions, Cafeteria and eating places, etc.		Office Level		
1 st Day	Explain the role of the administrative office and the types of assistance available.		Office Level		
1 st Day	Explain the confidential nature of work, if applicable.		Supervisor		
1 st Day	Discuss advancement opportunities in the organization, if applicable.		Supervisor		

1 st Day	Establish the performance standards and Individual Development Plan (finalize within 60 days of entrance on duty).		Supervisor		
1 st Day	Provide and explain the Position Description, job duties and expectations, etc.		Supervisor		
1 st Day	If appropriate, provide labor-management relations information if required by a negotiated agreement.		Supervisor and/or Union Representative		
1 st Day	Advise the employee of any office rules, policies, or practices and provide copies in writing, if available.		Supervisor and/or Office Level		
1 st Day	Discuss alternative work schedules and complete form, if applicable. Discuss Teleworking if appropriate.		Supervisor and/or Office Level		
1 st Day	Discuss the process for requesting leave.		Supervisor and/or Office Level		
1 st Day	Explain the role of the HR Office and points-of-contact for Staffing, Employee Relations, Benefits, Facilities, OED, CADR, EAP, DEO, etc. across the USGS.	https://www2.usgs.gov/humancapital/ https://www2.usgs.gov/humancapital/a-zlist.html	Supervisor and/or Office Level		
1 st Day	Explain the training policy and the process to get an account in DOI LEARN and apply for courses. See What's New and Need to Know.	https://www2.usgs.gov/humancapital/ecd/ecd_trainingdo.html	Supervisor and/or Office Level		
1 st Day	Point new hire to Orientation website as FYI. Note: Government list of acronyms is also on this link.	https://www2.usgs.gov/humancapital/ecd/supervisororientation.html	Supervisor and/or Office Level		
1 st Day	Provide written safety policy, procedures, or booklet. Discuss safety policy to include safe working habits, worker's compensation, and accident reporting.	http://internal.usgs.gov/ops/safetynet/trainingrequirementsresources.html	Supervisor and/or Office Level		
Within 1 st Week	Discuss Violence in the Workplace Policy.	https://www2.usgs.gov/humancapital/hr/violencehandbook.html	Supervisor and/or Office Level		
Within 1 st Week	View DOILEARN "How-To-Tutorials" like: "New Federal Hires – Information" OR "How to Request an Account for External/Non DOI Users"	https://www2.usgs.gov/humancapital/ecd/doilearnhowto.html	Employee		

Within 1 st Week	Discuss USGS Intranet, Travel Regulations-Travel Software, IT Help Desk, Laptop policy, etc.		Office Level		
Within 30 Days	Discuss Government credit card and use policy, if applicable.		Office Level		
Within 30 Days	Discuss Government Vehicle use. Note: Must complete Defensive Driving Course to drive Government Vehicle.		Office Level		
Within 30 Days	View Mandatory Training website requirements for all employees.	https://www2.usgs.gov/humancapital/ecd/mandatorytraining.html	Employee		
Within 45 Days	Complete the "Federal Information System Security Awareness" training after you receive a DOI LEARN account. Also complete the other two courses: 1)Records Management and 2)Privacy Act as they are available separately.	https://gm2.geolearning.com/geonext/doi/login.geo	Employee		
Within 60 Days	Transportation Subsidy Program. Note: Mandatory course is in DOI LEARN.		Office Level		
Within 60 Days	Complete "Discrimination and Whistleblowing in the Workplace (No Fear)" training after you receive a DOI LEARN account.		Employee		
Within 90 Days	Complete initial training and certify accomplishment on a USGS Form 9-3113 (Initial Ethics Orientation for New USGS Employees). Form 9-3113 is uploaded into the employee's eOPF.		HR		
Within 90 Days	View mandatory SAFETY Training website and complete safety training as applicable to position.	https://www2.usgs.gov/humancapital/ecd/ecd_mandatory_safety.html	Employee		
Within 90 Days	New Hire "Supervisors" must complete mandatory training as applicable to position. See Supervisory Heading at this link.	https://www2.usgs.gov/humancapital/ecd/mandatorytraining.html	Supervisor		
	RETURN TO YOUR SERVICING PERSONNEL OFFICER AFTER COMPLETED (within 90 days)				