**Office of Personnel Management**

# NEW EMPLOYEE CHECKLIST

Your Supervisor will already have scheduled activities and meetings with key people to help you move smoothly into your new responsibilities. You and your Supervisor should use this checklist to keep track of these and other helpful activities during your first year.

# New Employee: Arrival Date: Supervisor:

|  |  |  |  |
| --- | --- | --- | --- |
| **Activities** | | **Date Completed** | |
| **Day One** | |  | |
| Attend In-Processing Orientation Program | |  | |
| Meet your Supervisor and settle into your work space | |  | |
| Log onto your computer, check e-mail, set up voicemail, and ensure that your workspace is properly set up | |  | |
| Conduct end of day debrief | |  | |
| Provide initial on-boarding evaluation form | |  | |
| **Remainder of First Week** | |  | |
| Have breakfast or lunch with Supervisor | |  | |
| Review the New Employee Orientation Handbook and checklist | |  | |
| Your supervisor will introduce you to your Buddy/Mentor | |  | |
| Meet the other members of your team | |  | |
| Receive your first work assignment | |  | |
| Meet with your Supervisor to review your Position Description and Performance/Work Plan | |  | |
| Order any additional supplies that may be needed | |  | |
| Complete applicable mandatory training relating to the Constitution, ethics, computer security, safety, and agency-specific training | |  | |
| Complete payroll, benefits enrollment, and all other new hire paperwork. Turn into appropriate office | |  | |
| Meet w/supervisor to discuss work schedule | |  | |
| Your Supervisor will explain Alternate Work Schedule (AWS) and Telework policies | |  | |
| Complete leave schedule (if holiday season or summer) and provide to your Supervisor | |  | |
| **Within the first 30 days** | |  | |
| Review Government-wide policies and regulations impacting the performance of official duties (e.g., Hatch Act, ethics) | |  | |
| Conduct training needs assessment | |  | |
| Discuss and receive performance standards | |  | |
| Have a 30 day feedback session with your supervisor | |  | |
| Discuss business continuity and shelter-in-place plans with your supervisor | |  | |
| **Within the first 30-90 days** | |  | |
| Review the results of the training needs assessment | |  | |
| with your supervisor and develop an individual development plan | |  | |
| Review information about training opportunities and schedule any necessary training | |  | |
| Meet with agency head or other senior level official to hear first hand about the agency’s strategic priorities | |  | |
| Assess orientation process and provide feedback, through dialogue and 90 day new employee survey | |  | |
| Participate in group developmental activity | |  | |
| **At 120 Days** | |  | |
| Receive mid-year performance review | |  | |
| Participate in group developmental activity | |  | |
| **End of 1st Year** | |  | |
| **CONGRATULATIONS!** Receive certificate of completion of first year | |  | |
| Discuss the orientation process and how it can be improved with your supervisor | |  | |