**State of Florida Orientation**

The Florida Division of Vocational Rehabilitation has been working for a few years now on creating a unified process for onboarding. In late January 2015, Chuck Jones described this unified process below which consists of

*…, Onboarding (personnel forms & policies) / New Employee Orientation / Staff Training / Mentoring”.  We are getting close to having the entire process unified. Onboarding had previously consisted of “hard-copy” new hire forms, an html web page for new employee orientation, a mix of face-to-face training and videos for staff training, and an informal mentoring program. About two years ago, we began using Microsoft SharePoint, which opened up the possibility to create a unified system.  We maintain new hire personnel forms in SharePoint, and have migrated our html based New Employee Orientation into the SharePoint architecture. Our Human Resource Development section, which is in charge of training for VR staff, purchased a Learning Management System from Adobe that they nicknamed TED which stands for Training, Education, and Development.  New employees receive information about accessing their “My Training” page on TED and the mandatory training courses for new employees via the onboarding process. Those three components have been in place for some time now and have worked well for us. The last component is the Mentoring Program.  We have been working on this piece for about two years now, and are close to having a custom web based application created for that.  It will be designed to integrate with our existing SharePoint system. Our goal with all of this has been to create a seamless computer based onboarding experience for new employees. Attached is a Word document that shows the Onboarding page that our Personnel Liaisons use to select the information that is sent to the various employee types we have.  The onboarding information is different based upon those employee types.  What I am sending you is an example of how the onboarding works for the Career Service employee type. I’ve highlighted the internal links in yellow that hopefully will help you navigate through the example pages.*

Due to the size of the program, Chuck Jones provided screen prints of the seven main pages of the New Employee Orientation program. These screen prints are provided below:

**VR Onboarding**

**Personnel Liaisons**

From the onboarding links below copy the appropriate link, pasting it into an email, and sending it to the new person.  Send the corresponding Supervisor Notification link to the person's supervisor.

**Employees**

[Onboarding for Career Service](#Onboarding_for_New_Career_Service)

Onboarding for SES and SMS

Onboarding for OPS

**Non-Employees**

Onboarding for Volunteers

Onboarding for Contracted Staff

**Supervisors**

[Email Notice to Supervisor of Career Service, SES, and SMS](#Supervisor" \t "_blank)

Email Notice to Supervisor of OPS

Email Notice to Supervisor of a Volunteer

Email Notice to Supervisor of a Contracted Staff Person

**Personnel Liaisons**

[Checklist for Career Service, SES, SMS](#Personnel_Liaison_Checklist" \t "_blank)

Checklist for OPS

Checklist for Volunteers

Checklist for Contracted Staff

**Onboarding for New**

**Career Service Employees**

**Welcome to the Division of Vocational Rehabilitation!**

**What is Onboarding?**

Onboarding assists new employees to be successfully assimilated into his or her position with a quicker ramp-up to productivity.  Well, that’s the formal, and rather boring, definition, but in actuality Onboarding is about you, the new employee. We want to help you be successful in your new job, to get you up and running with your new duties both quickly and smoothly, and to begin contributing to VR’s success.

**VR’s Onboarding is a 4 step process.**

**Step 1) New Hire Paperwork**

The first thing is to complete your New Hire paperwork.  Those are the documents relevant to Human Resources, Payroll and Benefits.  These documents are a requirement.  The required documents vary depending upon the type of pay plan assigned by the state to the class title of the new employee's position.

Click on the links in Section I, fill in the forms, print them, sign and date them where necessary. Be sure to follow the instructions on each form concerning how to complete the document.  Please note that your supervisor will need to sign several of them.  Once signed and dated, return them to your supervisor.

Section II covers departmental policies and procedures that you will need to read.  You are responsible for clicking on the links and reading the information.

[**New Hire Paperwork for New Career Service Employees**](#New_Hire_Forms)

**Step 2) New Employee Orientation**

The second step is the New Employee Orientation.  New employees should read through NEO within the first 3 days of starting.  NEO is full of useful information that will help you easily find information about things like, *attendance and leave; insurance, payroll deductions like the Prepaid College Tuition program, or the Student Loan Forgiveness Program; how the agency is structured and organized, and it purpose and mission; and even basics about state government*.

We recommend that you add the site to your web browser bookmarks for easy future reference.

[**New Employee Orientation**](#New_Employee_Orientation) is composed of 7 sections:

* [Florida State Government](http://it-proj-app-01/sites/OprAndSupport/OES/NEO/FSG/SitePages/Home.aspx)
* [About Vocational Rehabilitation](http://it-proj-app-01/sites/OprAndSupport/OES/NEO/VR/SitePages/Home.aspx)
* [DVR Headquarters](http://it-proj-app-01/sites/OprAndSupport/OES/NEO/DVRHQ/SitePages/Home.aspx)
* [Your Rights](http://it-proj-app-01/sites/OprAndSupport/OES/NEO/Rights/SitePages/Home.aspx)
* [Your Benefits](http://it-proj-app-01/sites/OprAndSupport/OES/NEO/Benefits/SitePages/Home.aspx)
* [Your Responsibilities](http://it-proj-app-01/sites/OprAndSupport/OES/NEO/Responsibility/SitePages/Home.aspx)
* Evaluation and Certification

**Step 3) TED - Training, Education, and Development**

The third step is to complete the mandatory courses in **TED**, ***Training, Education, and Development,*** the learning management system for the Division of Vocational Rehabilitation.  All new employees are required to complete these courses.

All four of the courses should not take more than 1 to 1.5 hours to complete.  You have 20 business days to complete all four courses.

* MAN100 Diversity Curriculum
* MAN105 Sexual Harassment Prevention Curriculum 2014
* MAN110 Americans with Disabilities Act Curriculum 2014
* MAN115 Ethics for Everyone Curriculum

**Step 4) Mentoring**

The fourth step to onboarding is the VR Mentorship Program.  The Mentorship Program exists to support new staff by matching them with experienced staff that will guide and encourage them, so that they may become more effective in doing their jobs.  Your supervisor will select a mentor for you within the first 10 business days of your start date.  As a new employee, you are required to complete a profile that will be used to assist your supervisor with matching you with a mentor.

**Create Your Protege Profile**

**As a New Career Service Employee,**

**Welcome to the Division of Vocational Rehabilitation!**

The Career Service System is covered under Chapter 110, [Part II](http://www.flsenate.gov/Statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=Ch0110/PART02.HTM), (ss. 110.201-110.235), Florida Statutes. You can look up employment-related issues you may have in the Personnel Rules, which are part of the Florida Administrative Code, [Chapter 60L](https://www.flrules.org/gateway/division.asp?orgNo=60L), the Code of Personal Responsibility, the State Employee Handbook, and the Code of Ethics.

**I) CAREER SERVICE NEW EMPLOYEE FORMS**

The new employee forms must be completed on the first day of your employment. Follow the links below, fill-in the forms, print them, and return them to the DVR Organization & Employee Support Section. Most of the forms have form fields and the information can be typed electronically. It will take approximately 2-3 days for you to receive your People First ID. You can leave the People First ID blank on the forms. If the forms are not completed within 3 days, you may be separated from employment.

PLEASE DO NOT PRINT THE FORMS DOUBLE-SIDED.

As required by Federal Department of Homeland Security, please ensure an advance copy of the I-9 Employment Eligibility Verification Form with supporting legible identification is scanned and e-mailed to the personnel liaison on the first day of employment.  The “Business or Organization Name and Address” entered in Section 2 – Certification of this document should reflect your unit’s office address.

* [People First New Employee’s Checklist](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20People%20First%20Employee%20Checklist.doc)
* [Form I-9, Employment Eligibility Verification](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20I-9.pdf) *(Must be completed on your first day of employment.)*
* [W-4](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20W-4,%20IRS%20Withholding%20Tax.doc)
* [Acknowledgment Form - Various DOE Policies](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Acknowledgement%20of%20Various%20DOE%20Policies.DOC)
* [Acknowledgement Form – DOE/DVR Information Technology – Acceptable Usage](http://it-proj-app-01/sites/OprAndSupport/IT/Forms/Form%20-%20Acknowledgement%20-%20DOE%20IT%20Acceptable%20Use%20Policy.doc)
* [Conflict of Interest](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Conflict%20of%20Interest.doc)
* [Employee Data Form](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Employee%20Data.doc)
* [Notice of State Service](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Notice%20of%20State%20Service.DOC)
* [Oath of Loyalty](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Oath%20of%20Loyalty.doc) *(Must be completed in the presence of a notary public.)*
* [Code of Ethics Pledge](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/Labor%20Relations/Code%20of%20Ethics/Form%20-%20Code%20of%20Ethics%20Pledge.docx)
* [Notification of Reemployment for Suspension of Benefits, FR23 Form](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Reemployment%20Suspension%20of%20Retirement%20Benefits%20FR23%20%20%2009-2005.pdf) *(If applicable.)*
* [Sick Leave Pool Interagency Transfer Form, SLP-5](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/Leave%20and%20Attendance/Sick%20Leave%20Pool/Form%20-%20SLP-5%20INTERAGENCY%20TRANSFER%20FORM.DOC)
* [SVES Policy Acknowledgement and Certification Form](http://it-proj-app-01/sites/FieldServices/TTW/Forms/TTW7%20SVES%20Policy%20Acknowledgement%20Certification%20Form.doc) & [SVES Training Awareness Video](http://it-proj-app-01/sites/FieldServices/TTW/Ticket%20to%20Work%20Documents/Security%20Awareness%20Training%20Video.wmv)
* [DOE Job Safety Analysis Worksheets](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Job%20Safety%20Analysis.docx) (GS-6022, GS-6023, GS-6024, GS-6025)

**II) POLICIES AND PROCEDURES**

The information contained in these documents is intended to inform employees on topics and subjects that affect and pertain to their employment. They are not intended to address all situations and circumstances that could arise during employment. I accept my responsibility as an employee to read and understand the contents of the documents. The State and the Department of Education reserves the right to make changes to these policies, procedures, and other statements.

You may bookmark the links for future reference, or you may print these policies and procedures for your record. DO NOT give copies of these policies and procedures to your personnel liaison when you turn in your new employee forms.

* [New Employee Orientation](http://it-proj-app-01/sites/OprAndSupport/OES/NEO/SitePages/Home.aspx)
* [Earning Statements / W4 Information / Reimbursements](https://flair.dbf.state.fl.us/). You will need to enter your W-4 information on the People First website. Go to your Employee Information tab to find these forms. Sign up for the Electronic W-2 Program and receive your W-2 the very first day it is available. Just make sure you are registered before January 4th.
* [Conduct of Employees](http://it-proj-app-01/sites/OprAndSupport/OES/Labor%20Relations%20Documents/Florida%20Administrative%20Code/Policy%20-%20Conduct%20of%20Employees.doc)
* [Code of Ethics](http://it-proj-app-01/sites/OprAndSupport/OES/Labor%20Relations%20Documents/Code%20of%20Ethics/Policy%20-%20Code%20of%20Ethics.docx)
* [Code of Professional Ethics for Rehabilitation Counselors](http://www.crccertification.com/filebin/pdf/CRCCodeOfEthics.pdf). All DVR employees are expected to adhere to this.
* [Code of Personal Responsibility](http://it-proj-app-01/sites/OprAndSupport/OES/Labor%20Relations%20Documents/Code%20of%20Personal%20Responsibility/Policy%20-%20Code%20of%20Personal%20Responsibility.doc)
* [DOE Information Technology – Acceptable Usage Policy](http://it-proj-app-01/sites/OprAndSupport/IT/DVR%20IT%20Policies%20And%20Procedures/Policy%20-%20DOE%20Information%20Technology%20-%20Acceptable%20Use.doc)
* [DOE Information Technology - Acceptable Usage Policy - DVR Addendum](http://it-proj-app-01/sites/OprAndSupport/IT/DVR%20IT%20Policies%20And%20Procedures/Policy%20-%20DOE%20Information%20Technology%20-%20Acceptable%20Use%20-%20DVR%20Addendum.docx)
* [Seatbelt Mandatory Usage & Safe Operation of Vehicles](http://it-proj-app-01/sites/OprAndSupport/OES/New%20Employee%20Documents/All%20Employees/Policy%20-%20Seatbelt%20Mandatory%20Usage.doc)
* [Automobile Usage – Know Before You Go Brochure](http://it-proj-app-01/sites/OprAndSupport/OES/New%20Employee%20Documents/All%20Employees/Policy%20-%20Autombile%20Usage%20-%20Know%20Before%20You%20Go%20Brochure%20-2014.pdf). Information concerning what to do if you are involved in an automobile accident while conducting State of Florida business in a state-owned vehicle or your private vehicle. If you use your personal vehicle for state business, print a copy of the brochure and keep it in your glove compartment.
* [Sexual Harassment Rule and Prevention Training](http://it-proj-app-01/sites/OprAndSupport/OES/Labor%20Relations%20Documents/Sexual%20Harassment/State%20of%20Florida%20Sexual%20Harassment%20Awareness%20Training.pdf)
* [Chapter 2](http://it-proj-app-01/sites/FieldServices/Manuals/Chapter%20%202%20-%20Confidentiality%20and%20Release%20of%20Consumer%20Information%20-%20Records.doc) of the State of Florida, Department of Education, Division of Vocational Rehabilitation Operational Policies and Procedures for DVR Counselors addressing *“Confidentiality and Release of Consumer Information/Records”.*
* [Direct Deposit Policy](http://it-proj-app-01/sites/OprAndSupport/OES/Personnel%20Actions%20and%20Pay%20Changes/Hiring%20-%20All%20Employees/Policy%20-%20Direct%20Deposit%20Requirement.doc). You will need to enter your Direct Deposit Information on the People First website. Go to your Employee Information tab to find these forms. You may request an [Exemption Request from Direct Deposit](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/Personnel%20Actions/Hiring%20Forms%20-%20Career%20Service%20and%20SES/Form%20-%20Direct%20Deposit%20Exemption%20Request.doc).

**III) PEOPLE FIRST**

It will take approximately 3 days before you receive your People First ID. For first time users, your password will be “Pf” followed by your six digit birth date (ex: “Pf010175”). For an existing state employee or an employee returning to state service, your People First ID will be the original ID assigned to you when you first became a state employee.

[Video - How to use the People First system](http://www.myflorida.com/myflorida/EmployeeDeployReadyVideo/index.htm)

[Video - People First Monthly Timesheet Entry](http://www.myflorida.com/myflorida/PeopleFirstMonthlyTimesheetEntrySimulation/EUE_Timesheet_Month_Sim.htm)

[People First Employee User Guide](http://www.dms.myflorida.com/index.php/content/download/71933/430349/version/3/file/Employee+User+Guide+%5B06-09-10%5D.pdf)

Once you have your People First ID, log onto the system and verify or enter the following items:

* Driver’s License Info
* I-9 Info
* W-4 Info
* Emergency Contact
* Employee Languages
* Home Address
* Mailing Address
* Temp Address, if applicable
* Personal Info, only the nickname field can be edited, and whether or not to publish nickname in the state employee directory
* EEO-Veteran

Each agency is being asked by the Department of Management Services to ensure that all employee Military Status records in People First have been reviewed and updated with the most accurate information. The purpose of collecting Military Status information in the People First system is to facilitate workforce planning and policy making related to veteran recruitment and selection practices. In addition, it will enable the state, as an employer, to support the Florida Department of Veterans’ Affairs (DVA)’s employment and career development initiatives on behalf of Florida veterans. All employees (even those who have never served in the military) have a Military Status record in the People First system.

Click on Personal Information

Click on EEO-Veteran

Check the box for the most current record on the EEO-Veteran->Overview table, click “New”

Scroll to the bottom of the EEO-Veteran->Details screen and click on Edit

Click the appropriate box or boxes:

a. Not Applicable – Employees who have never served in the military

b. Current Member of the National Guard – Employees who are presently enlisted in any component of the Florida National Guard or of the National Guard of any other state, regardless of current leave or work status

c. Veteran/Retired Military – Employees who are no longer active in the military or any reserve component of the military, including the National Guard

d. Current Member of the Reserves – Employees who are presently commissioned reserve officers or reserve enlisted personnel in any branch of the U.S. Armed Forces, regardless of current leave or work status.

Click on Save.

Note: Multiple selections cannot include “Not Applicable”.

If you wish, your supervisor can add the following information to People First.

* Employee Education
* Professional Certifications

**IV) MYBENEFITS**

This site explains the benefits of working for the State of Florida. [MyBenefits](http://mybenefits.myflorida.com/) provides information about health, retirement and other benefit options to prospective and current employees, as well as retirees. We are proud to offer this resource to Florida’s public servants who serve more than 18 million citizens in our great state

New employees have 60 days to enroll in pre-tax insurance. [Pre-tax insurance](http://it-proj-app-01/sites/OprAndSupport/OES/NEO/Benefits/SitePages/Pre-Tax%20Premiums%20Plan.aspx) consists of health, life, and supplemental insurance such as dental, vision, cancer, short term disability insurance, and flexible spending accounts.

To enroll in pre-tax insurances, go to the People First website. <https://peoplefirst.myflorida.com/logon.htm>

[New Career Center](http://mybenefits.myflorida.com/new_career/new_hires_getting_started)

To help you get started and stay on track, the New Hire Center has an [on-boarding checklist](http://mybenefits.myflorida.com/new_career/new_hires_getting_started/new_employee_on_boarding_checklist) to ensure that you complete your new hire tasks with access to the forms and information you need. And, when you're looking for a quick answer on where to find something, go to [Where do I go for …?](http://mybenefits.myflorida.com/new_career/new_hires_getting_started/where_do_i_go_for)

[MyHealth](http://mybenefits.myflorida.com/health) – Insurance Information

The Division of State Group Insurance is pleased to present a wide selection of pretax insurance benefits to State of Florida employees and retirees. As a new employee you have 60 days to enroll in pre-tax insurance and five months to choose a retirement plan. Please call the personnel office at 850-245-0484 if you have any questions. Insurance cards will be mailed to your home address by the insurance provider.

[MyBenefits - Insurance Premium Rates](http://mybenefits.myflorida.com/health/forms_and_resources/premium_rates)

[Pre-Tax Plan Basic Information](http://it-proj-app-01/sites/OprAndSupport/OES/NEO/Benefits/SitePages/Pre-Tax%20Premiums%20Plan.aspx)

[Tax-Favored Accounts](http://mybenefits.myflorida.com/health/tax_favored_accounts) - Medical Reimbursement, Limited Purpose Medical Reimbursement, Dependent Care Reimbursement

[Deferred Compensation Plan](http://mybenefits.myflorida.com/financial_future/deferred_compensation_plan)

**V) FLORIDA RETIREMENT SYSTEM**

New hires have five (5) months to enroll in a Retirement Plan. If you do not choose a plan, you will default to the Pension Plan.

[Training – Florida Retirement System - Basic Info Sheet](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/Career%20Service%20and%20SES/Form%20-%20FRS%20Basic%20Info%20Sheet.doc)

[Website - MyFRS – Main Page](http://www.myfrs.com/portal/server.pt/community/myfrs/257)

[Website – Florida Retirement System - Retirement 101](http://www.myfrs.com/portal/server.pt/community/retirement_101/227)

[Videos - Florida Retirement System](http://www.myfrs.com/portal/server.pt/community/videos/317)

A number of informational videos are available for you to view.

**VI) DEPARTMENT OF FINANCIAL SERVICES**

[Website - Dept. of Financial Services - Employees' Information Center](https://apps.fldfs.com/EIC/EmployeeInfoCenter/)

This site provides you the ability to make inquiries into your payroll information, W-4 information, reimbursements (i.e. travel and flexible benefits) and verify yourself for tuition waiver. The information is updated each evening for current day payments.

**VII) DVR NEW EMPLOYEE ORIENTATION**

You should read through [DVR New Employee Orientation Website](http://it-proj-app-01/sites/OprAndSupport/OES/NEO/SitePages/Home.aspx)within the first 3 days of starting. NEO is full of useful information that will help you easily find information about things like:

* *Attendance and leave*
* *Insurance*
* *Payroll deductions like*
* *the Prepaid College Tuition program*
* *the Student Loan Forgiveness Program*
* *How the agency is structured and organized*
* *VR’s purpose and mission*
* *Basics about state government*.

We recommend adding the site to your web browser bookmarks for easy future reference.

**IX) DEPARTMENT OF EDUCATION ORIENTATION**

**Only Tallahassee employees** are required to attend the DOE New Employee Orientation Sessions which are scheduled every other month. Call 850-245-0484, for the date and time of the next new hire session.

**X) TED**

You will need to complete 4 mandatory courses in **TED**, ***Training, Education, and Development,*** the learning management system for the Division of Vocational Rehabilitation. All new employees are required to complete these courses.

All four of the courses should not take more than 1 to 1.5 hours to complete. You have 20 business days to complete all four courses.

* MAN100 Diversity Curriculum
* MAN105 Sexual Harassment Prevention Curriculum 2014
* MAN110 Americans with Disabilities Act Curriculum 2014
* MAN115 Ethics for Everyone Curriculum

**To Begin:**

A) Click on the [**TED Toolbox**](http://it-proj-app-01/sites/PlanAndPerf/HRD/T.E.D/SitePages/Home.aspx/) link and add it to your Favorites in Internet Explorer. To add it to your Internet Explorer Favorites, click on the ted Toolbox link, click on the Favorites tab at the top of the Internet Explorer page, and select the “Add to Favorites” bar.

B) Print the following Job Aid PDF form from the [TED Toolbox](http://it-proj-app-01/sites/PlanAndPerf/HRD/T.E.D/SitePages/Home.aspx/).  Use the job aid for reference and note-taking during the TED Orientation.

[Job Aid for Learners](http://it-proj-app-01/sites/PlanAndPerf/HRD/T.E.D/Shared%20Documents/JobAidEmployee.pdf)

[Job Aid for Supervisors](http://it-proj-app-01/sites/PlanAndPerf/HRD/T.E.D/Shared%20Documents/JobAid-Supv-and-Mgr.pdf)

C) Interactive Demo’s – Select the appropriate interactive job aid demo.

[Interactive Demo for Learners](http://it-proj-app-01/sites/PlanAndPerf/HRD/T.E.D/Shared%20Documents/TEDLearnerOrientation_5_5/TEDLearnerOrientation_5_5.htm) to see how to use **TED**.

[Interactive Demo for Supervisors](http://it-proj-app-01/sites/PlanAndPerf/HRD/T.E.D/Shared%20Documents/TEDsupervisor_demo/TEDsupervisor_demo.htm) to see how to use **TED.**

D) Select the Log-in Access to [**Training, Education, & Development (TED**)](http://ted.fldvr.net/admin/home/homepage?account-id=7&principal-id=21286&showNotif=true) link to go to your “My Training” tab.

E) Under the "My Training" tab select and complete each course, quiz and course evaluation for the four required courses listed above.

**Congratulations, you have a new employee in your section.**

**This can be a person totally new to state employment, or**

**an existing employee that has moved into a vacant position under your supervision.**

As a supervisor, you have several tasks to perform relating to your new employee. A new employee can mean a person totally new to state government, but it can also mean an existing employee who has moved into a vacant position under your supervision, that is in a new job class title requiring a different skill set.

1. **Position Description**

As supervisor, one of your duties is to provide your new employee with an accurate up-to-date position description. Attached is a copy of the Department’s official position description. Review the position description with your new employee. Take this time to update the position description as necessary. If you make any changes, email an electronic copy to the personnel liaison. The Position Description should be reviewed with the new employee within three days of the person's start date.

* [Position Description Form Instructions](http://it-proj-app-01/sites/OprAndSupport/OES/Position%20Descriptions%20Work%20Plans%20and%20Evaluations%20D/Position%20Descriptions/Procedure%20-%20Postion%20Description%20Instructions.doc)
* [Blank Position Description](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/Evaluations%20and%20Career%20Development/Position%20Descriptions/Position%20Description.doc)

1. **Annual Work Plan to be entered in People First**

The People First work plan, based upon the position description, should be completed within three days of the person's start date.

1. **TED - Training, Education, and Development**

Ensure your new employee completes the Four Mandatory Courses. Sit with your new employee to ensure they are able to log in to **TED** Learning Management System (LMS).

All four of the courses should not take more than 1 to 1.5 hours to complete. You have 20 business days to complete all four courses.

* MAN100 Diversity Curriculum
* MAN105 Sexual Harassment Prevention Curriculum 2014
* MAN110 Americans with Disabilities Act Curriculum 2014
* MAN115 Ethics for Everyone Curriculum

To Begin:

A) Click on the [TED Toolbox](http://it-proj-app-01/sites/PlanAndPerf/HRD/T.E.D/SitePages/Home.aspx/) link and add it to your Favorites in Internet Explorer. To add it to your Internet Explorer Favorites, click on the ted Toolbox link, click on the Favorites tab at the top of the Internet Explorer page, and select the “Add to Favorites” bar.

B) Print the following Job Aid PDF form from the [TED Toolbox](http://it-proj-app-01/sites/PlanAndPerf/HRD/T.E.D/SitePages/Home.aspx/). Use the job aid for reference and note-taking during the TED Orientation.

* [Job Aid for Learners](http://it-proj-app-01/sites/PlanAndPerf/HRD/T.E.D/Shared%20Documents/JobAidEmployee.pdf)
* [Job Aid for Supervisors](http://it-proj-app-01/sites/PlanAndPerf/HRD/T.E.D/Shared%20Documents/JobAid-Supv-and-Mgr.pdf)

C) Interactive Demo’s – Select the appropriate interactive job aid demo.

* [Interactive Demo for Learners](http://it-proj-app-01/sites/PlanAndPerf/HRD/T.E.D/Shared%20Documents/TEDLearnerOrientation_5_5/TEDLearnerOrientation_5_5.htm) to see how to use TED
* [Interactive Demo for Supervisors](http://it-proj-app-01/sites/PlanAndPerf/HRD/T.E.D/Shared%20Documents/TEDsupervisor_demo/TEDsupervisor_demo.htm) to see how to use TED

D) Select the Log-in Access to TED [Training, Education, & Development (TED)](http://ted.fldvr.net/admin/home/homepage?account-id=7&principal-id=21286&showNotif=true) link to go to your “My Training” tab.

E) Under the "My Training" tab select and complete each course, quiz and course evaluation for the four required courses listed above.

1. **Mentoring**

A mentor should be assigned within the first 10 business days of the person's start date.

* [Mentoring Program Overview](http://it-proj-app-01/sites/OprAndSupport/OES/Position%20Descriptions%20Work%20Plans%20and%20Evaluations%20D/Mentoring/Mentoring%20Program%20Overview.ppt)
* [Mentoring Appointment Form](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/Evaluations%20and%20Career%20Development/Mentoring/MENTORING%20APPT%20FORM.DOC)
* [Becoming a Mentor](http://it-proj-app-01/sites/OprAndSupport/OES/Position%20Descriptions%20Work%20Plans%20and%20Evaluations%20D/Mentoring/Becoming%20A%20Mentor.pdf)
* [How To Be A Good Mentor](http://it-proj-app-01/sites/OprAndSupport/OES/Position%20Descriptions%20Work%20Plans%20and%20Evaluations%20D/Mentoring/How%20To%20Be%20a%20Good%20Mentor.ppt)

1. **Useful Information on the VRINet**

* [New Employee Orientation](http://it-proj-app-01/sites/OprAndSupport/OES/NEO/SitePages/Home.aspx) – remind your new employee to review NEO
* [People First Training Video – Managers](http://www.myflorida.com/myflorida/ManagerDeployReadyVideo/index.htm)
* [People First Training Video – Timesheet Entry](http://it-proj-app-01/sites/OprAndSupport/OES/Leave%20and%20Attendance/Timesheets/Training%20-%20People%20First%20Monthly%20Timesheet%20Entry.mht)
* [People First Training Video – All Employees](http://www.myflorida.com/myflorida/EmployeeDeployReadyVideo/index.htm)
* [DVR Personnel Forms, Policies and Procedures](http://it-proj-app-01/sites/OprAndSupport/OES/SitePages/HR%20Forms,%20Policies,%20and%20Procedures.aspx)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Employee prints forms 1-10, and form 11 if applicable.**  **The employee keeps the policies listed on form 3.**  **Don’t return printed copies of the policies to your personnel liaison.** | | | | | | |
| Employee Name: | | |  | | | |
| People First ID #: | | |  | | Org Code: |  |
|  | | | | | | |
| **1.** [**Employment Eligibility Verification Form (I-9), revised 08/07/09, Department of Homeland Security**](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20I-9.pdf) | | | | | | |
|  | Employee completes Section 1 | | | | | |
|  | Attach two forms of documentation, such as a copy of driver license and social security card | | | | | |
|  | Supervisor completes Section 2 | | | | | |
|  | | | | | | |
| **2.** [**W-4 Form, IRS Withholding Tax**](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20W-4,%20IRS%20Withholding%20Tax.doc) | | | | | | |
|  | Employee enters information in the People First system | | | | | |
|  | Employee completes, signs, and dates | | | | | |
|  | Employee enters the number of w/h allow. (withholding allowances) in the appropriate block | | | | | |
|  | Employee enters the effective year and the word “Exempt” in the appropriate blocks if you are claiming exempt status | | | | | |
|  | | | | | | |
| **3.** [**Acknowledgment Form for Various DOE Policies**](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Acknowledgement%20of%20Various%20DOE%20Policies.DOC) | | | | | | |
|  | Employee Initials, signs and dates the Acknowledgement Form indicating they have been given copies and/or the web address of the policies, rules, and codes listed below: | | | | | |
| **Employee keeps the following policies:** | | | | | | |
| * [Mandatory Use of Seat Belts/Safe Operation of Vehicles](http://it-proj-app-01/sites/OprAndSupport/OES/New%20Employee%20Documents/All%20Employees/Policy%20-%20Seatbelt%20Mandatory%20Usage.doc) | | | | | | |
| * [Conduct of Employees / Sexual Harassment](http://it-proj-app-01/sites/OprAndSupport/OES/Labor%20Relations%20Documents/Florida%20Administrative%20Code/Policy%20-%20Conduct%20of%20Employees.doc) | | | | | | |
| * [Code of Personal Responsibility](http://it-proj-app-01/sites/OprAndSupport/OES/New%20Employee%20Documents/All%20Employees/Policy%20-%20Code%20of%20Personal%20Responsibility,%20Code%20of%20Ethics%20and%20Employee%20Handbook.doc) | | | | | | |
| * [Code of Ethics](http://it-proj-app-01/sites/OprAndSupport/OES/Labor%20Relations%20Documents/Code%20of%20Ethics/Policy%20-%20Code%20of%20Ethics.docx) | | | | | | |
| * [Code of Ethics Pledge](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/Labor%20Relations/Code%20of%20Ethics/Form%20-%20Code%20of%20Ethics%20Pledge.docx) | | | | | | |
| * [SVES Policy Acknowledgement and Certification Form](http://it-proj-app-01/sites/FieldServices/TTW/Forms/TTW7%20SVES%20Policy%20Acknowledgement%20Certification%20Form.doc) | | | | | | |
| * [Sexual Harassment Rule and Prevention Training Video](http://it-proj-app-01/sites/OprAndSupport/OES/Labor%20Relations%20Documents/Sexual%20Harassment/State%20of%20Florida%20Sexual%20Harassment%20Awareness%20Training.pdf) | | | | | | |
| * [Conflict of Interest Statement](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Conflict%20of%20Interest.doc) | | | | | | |
| * [DOE Job Safety Analysis Worksheets](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Job%20Safety%20Analysis.docx) (GS-6022, GS-6023, GS-6024, GS-6025) | | | | | | |
|  | | | | | | |
| **4.** [**DOE Information Technology – Acceptable Usage Policy – DVR Addendum**](http://it-proj-app-01/sites/OprAndSupport/IT/Forms/Form%20-%20Acknowledgement%20-%20DOE%20IT%20Acceptable%20Use%20Policy.doc) | | | | | | |
|  | | Employee required to read | | | | |
|  | |  | | | | |
|  | | | | | | |
| **5.** [**Conflict of Interest Statement**](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Conflict%20of%20Interest.doc) | | | | | | |
|  | | Employee completes, signs, and dates | | | | |
|  | | Supervisor also signs | | | | |
|  | | | | | | |
| **6.** [**Oath of Loyalty**](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Oath%20of%20Loyalty.doc) | | | | | | |
|  | Employee completes and signs in front of a notary | | | | | |
|  | | | | | | |
| **7.** [**Employee Data Form**](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Employee%20Data.doc) | | | | | | |
|  | | Employee completes, signs, and dates | | | | |
|  | | | | | | |
| **8.** [**Notice of State Service**](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Notice%20of%20State%20Service.DOC) | | | | | | |
|  | | Employee completes and signs | | | | |
|  | | | | | | |
| **9.** [**FRS – Notification of Reemployment for Suspension of Retirement Benefits**](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/New%20Employee%20On-Boarding/All%20Employees/Form%20-%20Reemployment%20Suspension%20of%20Retirement%20Benefits%20FR23%20%20%2009-2005.pdf) | | | | | | |
|  | | Employee completes and signs ***(If applicable)*** | | | | |
| **10.** [**Transferring from another State Agency - Sick Leave Pool Members**](http://it-proj-app-01/sites/OprAndSupport/OES/Forms/Leave%20and%20Attendance/Sick%20Leave%20Pool/Form%20-%20SLP-5%20INTERAGENCY%20TRANSFER%20FORM.DOC) | | | | | | |
|  | | Employee completes, signs and dates | | | | |
| Complete the SICK LEAVE POOL INTERAGENCY TRANSFER FORMwithin 30 days of DOE hire date. If the form is not submitted, Sick Leave Pool membership will be terminated. | | | | | | |
|  | | | | | | |
| **11. Onboarding** | | | | | | |
| The appropriate Onboarding VRINet SharePoint link has been sent to the new employee. | | | | | | |
|  | | [Onboarding for Career Service](http://it-proj-app-01/sites/OprAndSupport/OES/SitePages/Onboarding%20-%20Career%20Service%20Employees.aspx) | | | | |
|  | | [Onboarding for SES and SMS](http://it-proj-app-01/sites/OprAndSupport/OES/SitePages/Onboarding%20-%20SES%20and%20SMS%20Employees.aspx) | | | | |
| Supervisor or Personnel Liaison Signature: | | | |  | | |
| Date: | | | |  | | |