



# Supervisor's Checklist for Employee Orientation

**INSTRUCTIONS:** Review Service Manual Chapter 230 FW 2, New Employee Orientation, whenever a new employee comes on board. This checklist is designed to assist supervisors in their role in orienting the new employee to the workplace.

New Employee's Name:	
Duty Station:	Office:
Organization Code:	Entrance in Position Date:
Title, Series, Grade:	
Supervisor:	Sponsor (if assigned):

- Employee Status:     New to Service         New to Federal Government         Reassignment
- Permanent (circle one: Full-time/Part-time)
- Term/Temp/SCEP/STEP (circle one)

**Before the new employee arrives, the supervisor should:**

	Designate a sponsor for the new employee, as appropriate. (see 230 FWS 2, 2.6 A 2) Provide sponsor with Responsibilities of Sponsor Checklist (below).
	Contact and welcome the new employee. <ul style="list-style-type: none"> <li>• Provide name of sponsor (if one is assigned).</li> <li>• Ensure new employee received the welcome package (which includes orientation video, and website: <a href="http://training.fws.gov/orientation">http://training.fws.gov/orientation</a>).</li> <li>• Provide appropriate information about reporting on first day</li> <li>• Mail maps, information on the office and local area, brochures, as appropriate</li> </ul>
	Announce the selection of the new employee to the staff and ask for support in helping the new employee adjust.
	Make arrangements to set up and equip the new employee's workstation (keeping in mind any special needs he/she may have).
	Arrange for the addition of an e-mail ID and network login ID (if applicable).
	Assemble some preliminary assignments and/or substantive reading materials.
	Develop some job-related tasks that the new employee can complete on the first full day in their position. This will provide him/her with a sense of accomplishment.
	Have a new employee orientation package with appointment documents and employee rights (e.g., EAP, CORE, EEO, ethics and political activity information) from Servicing Human Resources office on hand to provide the new employee.
	Have quarters ready for occupancy if Government quarters are used.
	Assemble the Job Hazard Analysis's (JHAs) that will need to be reviewed for the tasks the new employee will be required to perform in the first month of his/her activities.

**On the employee's first day, the supervisor should:**

	Welcome and put the employee at ease. Encourage questions.
	Introduce the employee to his/her sponsor, if one has been designated. Sponsor is encouraged to sit in on briefing with the new employee.
	Give the employee an overview of what the office (local) orientation will cover – 30-day process covering items in this checklist. Provide information on: New Employee Orientation website, Regional New Employee Orientation training, USFWS Employee Foundations course, etc.
	View with the new employee the orientation video (if he/she hasn't seen it) and explain how the office/station supports the mission of the Service.
	Provide copy of New Employee Pocket Guide (if not provided in initial package to employee).
	Discuss your relationship with and your expectations of the new employee:
	<ul style="list-style-type: none"> <li>Describe management style and preferences (e.g., open door policy, prefer to see things in writing, prefer brainstorming ideas, etc).</li> </ul>
	<ul style="list-style-type: none"> <li>Provide the employee with a copy of his/her position description (if necessary) and discuss. Include an overview of the job responsibilities of co-workers.</li> </ul>
	<ul style="list-style-type: none"> <li>Outline the employee's duties and responsibilities.</li> </ul>
	<ul style="list-style-type: none"> <li>Discuss the type and tenure of appointment and probationary period.</li> </ul>
	<ul style="list-style-type: none"> <li>Review work hours and schedule options, lunch schedules, leave policies, annual leave, sick leave, overtime and compensatory time and holidays, and any other work/life balance initiatives, and telephone tree to be used in emergencies. Include who can approve leave in advance and unscheduled leave.</li> </ul>
	<ul style="list-style-type: none"> <li>Provide an overview of the office function/programs and organizational structure (who reports to whom).</li> </ul>
	Identify the person(s) the new employee can go to for help if the supervisor is absent (if there is no sponsor).
	Arrange for the issuance of a Government Identification Card, building security badge and/or card/keys, parking permit.
	Review safety, security, accident and emergency procedures for the work area (see 240 FW 3 section 3.8)
	Assign job-related tasks/substantive reading that will provide a sense of accomplishment.
	Assist the new employee in completing the necessary appointment documents and ensure they are submitted to the Servicing Human Resource Office. If located in the Washington or Regional Office, the sponsor (if assigned) should escort the new employee to the personnel office to complete their appointment documents.
	Ensure employee has completed Automated Information Systems (AIS) forms
	Identify any special needs the new employee may have.

**Work/Geographic Area Responsibilities of the Sponsor (if assigned) (Supervisor remains accountable and if no sponsor assigned provides this information as well)**

	Show the new employee around the work area and other facilities; include the location of telephones, mailboxes, copiers, fax machines, restrooms, first aid kits, etc. Discuss security of building/property.
	Introduce the new employee to co-workers, supervisors, and managers, and explain the relationship of their work to the employee's.
	Review how to operate the telephone system/voice mail and how to answer the telephone.
	Provide a telephone directory and ensure the new employee has sponsor's and supervisor's extension.
	Review how to access the computer and e-mail, if applicable. Provide Information Technology (IT) Security training website (required for new employee to complete).
	Review policies and procedures for the office and go over guides, instruction manuals, standard operating procedures, etc., that are available in the work area. Review special words, terms and acronyms used by the office.
	Point out frequently used internal forms, where they are kept, and how they are used.

	Escort new employee to offices/appointments.
	Identify resources for new employee to learn about the Service, the Region, the office (websites, brochures, USWS Employee Pocket Guide, etc).
	Be available to answer new employee's questions. Ask open-ended questions of new employee (e.g., How else can I help? What information do you need?, etc).
	If employee is new to the area, arrange a time to help orient the employee to the town (e.g., locate the post office, banks, shopping, hospitals, housing options, utility companies in the area, schools, etc depending on his/her needs).
	Provide new employee with emergency telephone numbers (both office and community)
	Provide new employee with a list of common acronyms used in the office.

**By the end of the employee's first week, the supervisor should:**

	Ensure the employee received from Human Resources Office and understands the following benefits and their timelines for enrollment: Retirement, Federal Employees Group Life Insurance (FEGLI), Federal Employees Health Benefits Program (FEHB), Flexible Spending Accounts (FSAs), Thrift Savings Plan (TSP) and Long Term Care Insurance (LTC).
	Review employee's position description, emphasizing critical duties and responsibilities. Explain how the employee's work is important to the immediate office and how the office's work contributes to the mission of the Service.
	Communicate performance expectations.
	Answer any questions about policies and procedures for the office (guides, instruction manuals, standard operating procedures, etc.), which are available in the work area. Clarify any special words, terms and acronyms used by the office that are still unclear to the new employee.
	Explain the organizational structure of the Department and the Service in relation to the office.
	Provide the employee with positive feedback and offer suggestions that will help the employee learn the job and fit in with the work group. Ask the employee how the first week went and discuss any areas of concern.
	Discuss training needed, career development, employee's career goals. (Preparatory work for creation of employee's IDP. Be sure to identify any necessary training for the job.)
	Arrange for Government Purchase Card and/or Travel Card and Telephone Card as appropriate.
	Discuss vehicle usage (personal and government: pool or assigned)

**Within the employee's first month, ensure that he/she has been provided with information on ....**

	Retirement <sup>1</sup>		Employee Assistance Program (EAP)
	Federal Employees Group Life Insurance (FEGLI) <sup>1</sup>		Ethics – An Employee Guide
	Federal Employees Health Benefits Program (FEHB) <sup>1</sup>		Conflict of Interest Regulations
	Flexible Spending Accounts (FSAs) <sup>1</sup>		Political Activity Guidance
	Federal Long-Term Care Insurance <sup>1</sup>		Equal Employment Opportunity Policy & Guidance
	Thrift Savings Plan (TSP) <sup>1</sup>		Conflict Resolution Program (CORE)
	Service Policy regarding training and career <sup>1</sup>		Information on Grievances procedures
	Scientific Integrity (Director's Order #141)		

<sup>1</sup> Provided by Human Resources Office to permanent employees within the first week

**By the end of the employee's first month, the supervisor should:**

	Ensure the employee understands the benefit and employee rights information (chart above). Refer to appropriate office if the employee has any questions.
	Ensure the employee has been provided one hour (minimum) of official time to review the Department of Interior Ethics Guide AND after review, completes the certificate in the guidebook and returns to the servicing Human Resources Office.
	Ensure new employee has completed Information Technology (IT) Security training.
	Establish and sign the employee's performance plan. Discuss what is involved in a performance rating, specifically; critical elements of the position that will be used to measure performance, how performance is documented; and the time performance reviews and ratings will take place.
	Discuss incentive awards.
	Review the employee's work progress to date. Provide any specific feedback and discuss any areas of concern.
	Provide the employee with general information on personal growth and training opportunities, as well as federal promotion policies/procedures. Decide together what training and developmental activities are necessary within the first year, using the Individual Development Plan (IDP). Be sure to include necessary orientation program(s).
	Instruct the employee on the use of the Department's Learning Management System used to input their completed training and to register for NCTC training courses. (Note: The Learning Management System is updated monthly with information from FPPS. If new employee attempts to sign in and isn't in the system yet, instruct employee to try again in a few weeks.)
	Confirm that the new employee has enrolled in the New Employee Orientation (online).
	Discuss office procurement procedures and how to obtain supplies.
	Discuss how to obtain reimbursement for incidental expenses.
	Discuss basic Federal travel regulations. Issue blank Travel Authorization if warranted. Provide name of someone who will assist or offer to assist new employee with first travel voucher.

\_\_\_\_\_  
Employee's Signature/Date

\_\_\_\_\_  
Supervisor's Signature/Date

FORM IS MAINTAINED BY SUPERVISOR IN EMPLOYEE'S FILE.