



DoD HIRING PROCESS

PHASE 4: SHAPING EARLY EXPERIENCES

ONBOARDING CHECKLIST

1. Prepare for Arrival

- Before the new employee's start date, coordinate with the appropriate office to mail or e-mail a Welcome Packet, which should include a welcome letter and organizational information. Always take a moment to add a personal note of welcome to the packet. A phone call from you is also an appropriate way to keep your new employees informed and to welcome them.
- Collaborate with the staff and assign a sponsor/mentor who will dedicate the time to provide this important support to the new employee.
- Ensure that office essentials and reasonable accommodations are ready (desk, computer, file cabinet, and supplies).

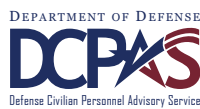
2. Make it a Good First Day

- Place a welcome note on the new employee's desk.
- Give a tour of the building, the office and essential facilities.
- Introduce key stakeholders, senior leaders, co-workers, and other managers to the new employee.
- Provide a contact list of the office for the new employee.
- Connect your new employee with your HR representative for the formal "swearing in", completion of paperwork and security requirements, and explanation of benefits and agency policies.
- Provide information about the organization, including the organization chart, and go over everyday aspects about the job.

- Plan a lunch with the new hire and co-workers.
- Allow some time for the new employee to settle into the office; check in with him or her frequently.
- At the end of the day, be sure to discuss the first-day experience with the new employee and answer questions.

3. Cultivation is Key for 90 Days

- Block out time especially in the first eight weeks to meet with your new employee, answer his or her questions, and respond to his or her concerns.
- Explain job responsibilities for the new employee, set realistic expectations, and provide feedback early and often using clear methods for understanding performance objectives.
- Establish a formal performance plan and communicate that you will hold the employee accountable for achieving the goals articulated in the plan.
- Provide meaningful work for the new employee and ensure the assignment is understood.
- Provide timely and constructive feedback on completed work assignments.
- Continue to introduce your new employee to key stakeholders, including staff from other departments and external partners.
- Solicit feedback on the onboarding process and make adjustments as needed.



The right people in the right jobs at the right time.