

DoD ONBOARDING RESOURCE PORTAL

The Department of Defense (DoD) Onboarding Resource Portal provides tools for integration and acculturating new employees, as well as those transferred and promoted into the organization with resources and knowledge to become successful and productive. This portal is composed of guides, tip sheets, checklists, and templates designed to equip new employees, as well as those transferred and promoted, supervisors, and sponsors with a variety of onboarding information to enhance high-performing organizations with a comprehensive strategic approach to integrating new employees.

GENERAL

Purpose:

- To assist new employees, transfers and those promoted to get up to speed quickly in the Department.
- To equip employees with information they need to excel at their jobs and creates a sense of commitment to the organization.
- To increase employee engagement and employee retention.
- To improve employee performance.

Who benefits from onboarding?

- New Employees/Transfers/Promoted Employees
 - Builds employee's core competencies.
 - Adapting to DoD culture.
 - Develop leadership skills.
- Supervisors
 - Supports team building skills.
 - Communicates job responsibilities and core values.
 - High expertise in the performance management system and performance appraisal process.
 - Develops performance plans that set performance expectations.
 - Supports positive and constructive feedback on professional and personal development areas.
- Sponsors
 - Helps define the profession and explain the organizational culture.
 - Integrates employees into the organization.
 - Motivates, coaches, and leads.
- Mentors
 - Supports employee's development, learning and growth to be more effective in their positions.
 - For effective ready-to-use mentoring resources, please refer to the [DoD Mentoring Resource Portal](#).

How does the organization benefit from Onboarding?

- Increases employee engagement.
- Improves employee morale.
- Prevents future spending on re-recruiting and re-training if employees separate from the organization.
- Reduces new hire turnover.
- Establishes a high-performance culture.
- Helps to orient employees to organizational values and strategic goals.
- Enhances employee contribution to the mission.

What is the relationship between Onboarding and Performance Management?

- Strategically links DoD mission, organizational goals, and employee performance.
- Emphasizes continuous two-way communication, recognition, and reward.
- Ongoing performance feedback and dialogue throughout the appraisal period.
- Development of individual development plans/performance assistance plans designed to provide employees training, counseling, and mentorship.
- Support supervisor-employee trust-point interactions and behaviors which includes the perspective that supervisor and employee are in a performance partnership bearing complimentary responsibility and mutual accountability for individual and organizational performance.
- For Performance Management information, please refer to the [DoD Performance Management and Appraisal Program](#) website.

NEW EMPLOYEE RESOURCES

Helpful links to integrate new employees.

- [About the DoD](#) – Introductory overview.
- [DoD Standards of Conduct](#) – Overview of the ethics and standards of conduct programs.
- [Benefits and Work-Life Programs](#) – Guidance, tools, training and products pertaining to a wide array of DoD civilian employee benefits.
- [DoD Employee Assistance Program \(EAP\)](#) – EAPs are voluntary, work-based programs that offer free and confidential assessments, counseling, and services to employees.
- DoD Hiring Manager's Toolkit:
 - [Onboarding Guide](#) – Outlines the process of integrating new employees into an organization and equipping them to become successful and productive.
 - [Onboarding Key Activities](#) – Summarizes the activities and discussions that will result in a successful onboarding experience.
- [Electronic Official Personnel File \(eOPF\)](#) – The eOPF is an electronic version of the paper OPF and a system for accessing virtual folders online.
- [MyBiz+](#) - Portal containing employment information.
- [MyBiz+ Employment Verification Fact Sheet](#) – Guidance for submitting employment and/or salary information to an outside company, business, bank or person.

- [MyPay](#) – Automated system that puts you in control of processing certain discretionary pay data items without using paper forms.
- [OPM Salaries and Wages](#) – Government-wide pay programs for Federal employees.
- [OPM Individual Development Plan \(IDP\)](#) - IDP is a tool to assist employees in career and personal development.

BENEFITS AND TOOLS

Employee benefits resources.

- [DoD Federal Employee Health Benefits Information](#) – Resource informing employees of important Federal employee benefits.
- [Federal Employees' Health Benefits Handbook \(FEHB\)](#) – Detailed guidance on the FEHB program for both agency officials and enrollees.
- [Federal Employees' Group Life Insurance \(FEGLI\) Program Handbook](#) – Detailed guidance on the FEGLI program for both enrollees and agency insurance officers.
- [Federal Employees Retirement System \(FERS\)](#) - FERS is a retirement plan that provides benefits from three different sources: a Basic Benefit Plan, Social Security and the Thrift Savings Plan (TSP).
- [Flexible Spending Account \(FSA\)](#) – Account for certain out-of-pocket health care costs.
- [Thrift Saving Plan \(TSP\)](#) – Tax deferred retirement savings and investment plan.
- [Government Retirement & Benefits \(GRB\) Platform](#) - an automated, secure, self-service Web application that allows employees to make health insurance, life insurance, and Thrift Savings Plan contribution elections, review general and personal benefits information, and calculate retirement estimates.