

# SES Onboarding Enhanced Framework

Program Objectives



AGENCY  
CULTURE



PERFORMANCE  
EXPECTATIONS



INFLUENTIAL  
NETWORKS



SENIOR LEADERSHIP  
SUPPORT

Roles: Program Champion + Program Coordinator + Supervisor + New Executive

Pre-Boarding

First 30 Days

30 – 60 Days

60 – 90 Days

6 Months to First Year

## PROGRAM COORDINATOR

- Meet with **Program Champion** to discuss onboarding program goals and objectives
- Provide new executive with required Human Resources (HR) and Information Technology (IT) forms in advance of start date
- Provide new executive and supervisor with onboarding checklist
- Prepare personalized briefing book (e.g., EVS scores, list of agency contacts, strategic plan, key stakeholders, staff/department information, etc.)
- Partner with the new executive's administrative officer/assistant to schedule welcome reception with staff/department for executive's first day
- Meet with new executive's supervisor to discuss and plan onboarding strategy (e.g. onboarding checklist, training plan)

## SUPERVISOR

- Meet with onboarding program coordinator to discuss and plan onboarding strategy
- Assign a sponsor, coach and/or mentor to the new executive
- Receive and review onboarding checklist

## NEW EXECUTIVE

- Receive and review onboarding checklist

## PROGRAM COORDINATOR

- Schedule peer networking events for career and non-career SES
- Share draft strategic questions with new executive
- Send new executive evaluation to obtain feedback on onboarding experience – Day 30

## PROGRAM CHAMPION

- Assist the new executive with integration into his or her peer group(s)

## SUPERVISOR

- Meet with new executive to set performance expectations and share information on the agency culture, mission and values
- Continue to complete onboarding checklist

## NEW EXECUTIVE

- Complete all required HR and IT forms
- Attend orientation/swearing in ceremony
- Attend welcome reception with staff/department
- Meet one-on-one with agency head, direct reports, key agency offices, coach, mentor and sponsors
- Seek and discover answers to strategic questions
- Continue to complete onboarding checklist
- Complete onboarding evaluation – Day 30

## PROGRAM COORDINATOR

- Check-in with supervisor and new executive to verify and encourage completion of onboarding tasks within scheduled timeframes
- Involve **Program Champion** to assist with onboarding activities, as appropriate
- Send new executive and supervisor evaluation to obtain feedback on onboarding experience – Day 60

## SUPERVISOR

- Meet with new executive to provide guidance and feedback
- Assist new executive with identifying meaningful Executive Development Plan (EDP) activities.
- Provide essential training requirements
- Continue to complete onboarding checklist

## NEW EXECUTIVE

- Identify short and long term developmental needs and complete Executive Development Plan (EDP) with supervisor
- Share key priorities with staff/department
- Engage team (e.g., town hall/all hands meetings)
- Continue to complete onboarding checklist
- Complete onboarding evaluation – Day 60

## PROGRAM COORDINATOR

- Check-in with supervisor and executive to verify and encourage completion of onboarding tasks within scheduled timeframes
- Involve **Program Champion** to assist with onboarding activities, as appropriate
- Send new executive and supervisor evaluation to obtain feedback on onboarding experience – Day 90

## SUPERVISOR

- Continue to provide guidance and feedback to new executive
- Continue to complete onboarding checklist

## NEW EXECUTIVE

- Meet with supervisor for performance feedback
- Continue to participate in mentoring or coaching
- Continue to complete onboarding checklist
- Attend scheduled peer networking event(s)
- Participate in action learning or other experiential learning activity
- Complete onboarding evaluation – Day 90

## PROGRAM COORDINATOR

- Check-in with supervisor and executive to verify and encourage completion of onboarding tasks within scheduled timeframes
- Close out onboarding process with anniversary pin and note from Agency Head
- Send new executive and supervisor evaluation to obtain feedback on onboarding experience – Program End Date

## SUPERVISOR

- Recognize new executive's positive contributions
- Provide formal and informal performance feedback
- Complete onboarding evaluation – Program End Date

## NEW EXECUTIVE

- Check-in with supervisor to seek and receive performance feedback
- Take leadership assessment (w/performance appraisal cycle)
- Develop roadmap for long-term success
- Reassess and update EDP, as needed
- Complete onboarding checklist
- Receive agency anniversary pin and a note from the Agency head
- Complete onboarding evaluation – Program End Date