

NEW EMPLOYEE CHECKLIST

Your Supervisor will already have scheduled activities and meetings with key people to help you move smoothly into your new responsibilities. You and your Supervisor should use this checklist to keep track of these and other helpful activities during your first year.

New Employee: _____ **Arrival Date:** _____
Supervisor: _____

Activities	Date Completed
Day One	
Attend In-Processing Orientation Program	
Meet your Supervisor and settle into your work space	
Log onto your computer, check e-mail, set up voicemail, and ensure that your workspace is properly set up	
Conduct end of day debrief	
Provide initial on-boarding evaluation form	
Remainder of First Week	
Have breakfast or lunch with Supervisor	
Review the New Employee Orientation Handbook and checklist	
Your supervisor will introduce you to your Buddy/Mentor	
Meet the other members of your team	
Receive your first work assignment	
Meet with your Supervisor to review your Position Description and Performance/Work Plan	
Order any additional supplies that may be needed	
Complete applicable mandatory training relating to the Constitution, ethics, computer security, safety, and agency-specific training	
Complete payroll, benefits enrollment, and all other new hire paperwork. Turn into appropriate office	
Meet w/supervisor to discuss work schedule	
Your Supervisor will explain Alternate Work Schedule (AWS) and Telework policies	
Complete leave schedule (if holiday season or summer) and provide to your Supervisor	
Within the first 30 days	
Review Government-wide policies and regulations impacting the performance of official duties (e.g., Hatch Act, ethics)	
Conduct training needs assessment	
Discuss and receive performance standards	
Have a 30 day feedback session with your supervisor	
Discuss business continuity and shelter-in-place plans with your supervisor	
Within the first 30-90 days	
Review the results of the training needs assessment	

with your supervisor and develop an individual development plan	
Review information about training opportunities and schedule any necessary training	
Meet with agency head or other senior level official to hear first hand about the agency's strategic priorities	
Assess orientation process and provide feedback, through dialogue and 90 day new employee survey	
Participate in group developmental activity	
At 120 Days	
Receive mid-year performance review	
Participate in group developmental activity	
End of 1st Year	
CONGRATULATIONS! Receive certificate of completion of first year	
Discuss the orientation process and how it can be improved with your supervisor	