**EXAMPLES OF SENIOR LEADER INVOLVEMENT IN SES ONBOARDING**

**Preboarding**

* Ask them to call and make the employment offer, including why they believe the candidate is the very best choice.
* Ask the agency head to write a letter of support for the onboarding process and telling the incoming senior leader to expect contact from an SES mentor
* The out-going executive can write a letter to the incoming senior leader giving details about:
	+ The job’s goals and performance expectations.
	+ The history of how the role has evolved.
	+ What major obstacles is this directorate encountering? What opportunities exist?
	+ Key challenges associated with the senior leader’s new role.
	+ The political dynamics the incoming leader will likely encounter.
	+ Who does this senior leader need to get to know early on to help him/her do his/her job more effectively?
	+ Who does he/she need to know to carry out his/her responsibilities?
	+ From whom will he/she need certain types of information?
	+ To whom will he/she need to provide information?
	+ Who within the organizational network has always known how to move projects forward and solve the types of problems he/she may encounter?

**First 30 Days**

* At a town hall, senior leadership meeting, or one-on-one, arrange for senior leaders to explain the branding of the organization, and describe organizational culture and ethics. This will send a strong message and create a clear image about the important role the executive plays in the success of the mission.
* Encourage them to talk about the vision, mission and values of the organization and what they mean
* Invite them to introduce themselves (in person or via a short bio with a picture) and share how they can be reached.
* Ask them to give the history of the organization.
* Arrange to have them give the tour
* Ask them to volunteer for a certain number of coaching/mentoring sessions with the new executive
* Have them volunteer to mentor in the SES Situational Mentoring Database and encourage the new executives to sign up as well as a show of solidarity and support of enterprise-wide collaboration

**On-going Executive Onboarding**

* Make certain they take time to be visible and accessible to the new executive.
* Help them engage in regular and transparent employee communications (e.g. executive brown bag sessions) about the state of the organization and what executives can do to make a difference.
* Influence them to formally (through meetings) and informally (through individual or group lunches) solicit experience, satisfaction, and engagement feedback.
* Help them to commit to executive development, which can be mean facilitating internal trainings for better performance or providing financial assistance for internal and external development opportunities.
* Encourage them to write personal notes or e-mails commending “quick wins”, performance and behavior.

Also view [OPM’s Executive Development Best Practices Guide](http://chcoc.gov/Transmittals/Attachments/trans5241.pdf) for great examples of how private sector and government executives participate in leadership and executive development programs and processes.

Ensuring your senior leaders are involved in various aspects of your SES Onboarding program will have a quick and impactful effect on the engagement of new executives. Senior leaders can and should be a big part of your onboarding process which will manifest in your program results.