

SES ONBOARDING ROADMAP

DAY 1 / WEEK 1

Ensure the executive is satisfactorily in-processed and welcomed into the organization by senior leadership and new staff.



FIRST 90 DAYS

Cultivate the new executive by building competence in the job and providing frequent opportunities for open forum discussions. Supervisor monitors performance and provides early feedback.



ONE YEAR

Monitor performance, individual development, goals and desires and to engage the executive in advancing the mission of the organization.



FIRST 30 DAYS

Help the executive understand performance roles and responsibilities as they relate to work, development and ethical behavior.



6 TO 9 MONTHS

Provide guidance and feedback to the executive to ensure continued success and to make plans for his or her future with the organization.



PRE-BOARDING

Plan and prepare for the executive's arrival (e.g. briefing book, schedule meetings)

HOW OPM CAN HELP

- SES Onboarding Webpage
- SES Situational Mentoring
- Federal Coaching
- Manager's Corner
- OPM Briefings for New SES
- Courses through FEI Network