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| **SES Onboarding Enhanced Framework** | | | | | |
| **SENIOR LEADERSHIP SUPPORT**  **PERFORMANCE EXPECTATIONS**  **INFLUENTIAL NETWORKS**  **AGENCY CULTURE**  **Program Objectives** | | | | | |
| **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**   * *Co*mplete 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 |