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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
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