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.

PRE-BOARDING
Plan and prepare for the executive’s arrival (e.g. briefing book, schedule meetings)

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.

FIRST 30 DAYS
Help the executive understand performance roles and responsibilities as they relate to work, development and ethical behavior.

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

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.

HOW OPM CAN HELP
- SES Onboarding Webpage
- SES Situational Mentoring Portal
- Federal Coaching Network
- Manager’s Corner
- OPM Briefings for New SES
- Courses through FEI