# INSTALLATION MANAGEMENT ACTIVITY-DUI-COLORarmylogovector_black.gif

# NEW EMPLOYEE CHECKLIST

## NEW EMPLOYEE INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name:  |  |  | Start date:  |  |
| Position:  |  |  | Rating Official:  |  |
| Assigned Sponsor: |  |  | Higher Level Reviewer: |  |

## PHASE 1: WITHIN 3 DAYS OF FIRM ACCEPTANCE OF JOB

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| YES NO |
| [ ]  [ ]  Did you receive a welcome letter to welcome you to the team [ ]  [ ]  Did you receive name and contact information for your sponsor  |

## PHASE 2: FIRST DAY

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| YES NO[ ]  [ ]  Did your sponsor meet you upon arrival [ ]  [ ]  Did your supervisor provide you with the New Employee Checklist and the Employee Training Checklist [ ]  [ ]  Were you briefed on your first week activities (work schedule, locations, etc...) [ ]  [ ]  Scheduled Onboarding session at Workforce Development, 219 Nash Blvd. Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  [ ]  Were you provided with your supervisor’s contact information  |

## PHASE 3: WITHIN FIRST WEEK – INTRODUCTIONS, TOURS, AND ADMINISTRATIVE PROCEDURES

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| YES NO[ ]  [ ]  Team Member Orientation Brief scheduled with Workforce Development Division DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  [ ]  Were you introduced to department staff and key personnel[ ]  [ ]  Did you conduct a tour of the following areas and review general administrative procedures:  |
|  Tour Facility, including:* Office / Desk / Work Station
* Copy Centers
* Printers
* Kitchen / Cafeteria / Break Areas
 | * Fax Machines
* Restrooms
* Mail Rooms
* Bulletin Boards
* Authorized Work Areas
* Security Office
 | * Conference Rooms
* Parking
* Office Supplies
* Tools / Equipment
* Coffee / Water / Vending Machines
* Emergency Exits and Procedures
 |
|  Review general administrative procedures: | * Keys / Access Cards
* Telephone Alert Roster
* Picture ID / Name Badges
 | * Telephone Access Policy & Procedures
* Building and/or Computer Access Cards
* Inclement Weather Procedures
 |
| [ ]  [ ]  Was an initial performance planning meeting conducted: Review position description, work assignments, performance expectations, training & education requirements (e.g. CES Level 1 / SDC) and Individual Development Plan (IDP) Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  [ ]  Discuss work schedule, hours, payroll, time cards (if applicable), ATAAPS, labor accounting & leave / absence policies and procedures[ ]  [ ]  Were you welcomed by appropriate leaders (including rating official and higher level reviewer) [ ]  [ ]  Given an overview of Organization and its mission[ ]  [ ]  If you are in a bargaining unit position, were you informed of your union representative [ ]  [ ]  Do you understand your role in support of the Organization and the Army missions[ ]  [ ]  Were you introduced to the Army Values – Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, Personal Courage[ ]  [ ]  Did you learn about military rank and insignia and titles of address for senior Civilians[ ]  [ ]  Were you informed of all mandatory training requirements (see Employee Training Checklist)Continuation: PHASE 3: WITHIN FIRST WEEK – INTRODUCTIONS, TOURS, AND ADMINISTRATIVE PROCEDURESComplete the following actions in this order to ensure a timely processing of your network account.[ ]  [ ]  Update work contact info (GAL) in milConnect https://www.dmdc.osd.mil/milconnect[ ]  [ ]  Register for an AKO account https://login.us.army.mil/suite/login/ or call the AKO Helpdesk 1-866-335-ARMY(2769)[ ]  [ ]  Register for an Army Training & Certification Tracking System (ATCTS) account: <https://atc.us.army.mil/iastar/login.php> NOTE: ensure both AKO and Enterprise Email addresses are entered[ ]  [ ]  Complete DoD Cyber Awareness Challenge Training and sign Acceptable Use Policy: <https://cs.signal.army.mil/DoDIAA/default.asp> |
| [ ]  [ ]  Supervisor or Directorate Business Office completes DD2875 System Authorization Access Request (SAAR) for new employee.NOTE: Ensure the new employee, the supervisor, and the security manager, all digitally sign the form before routing to the USAG Information Management Officer (IMO) for signature; so, the IMO can upload a completed copy to the new user's ATCTS profile. Permissions to all the network services (printers, fileshares, ect) are granted based on the organization/office symbol reflected on the submitted DD2875.[ ]  [ ]  Contact the Army Enterprise Service Desk (AESD) at 1-866-335-2769 or use the Service Request Management (SRM) link: <https://portal.aesdpro.aesd-w.army.mil/group/aesd/home> to submit a Remedy ticket and attach the completed DD2875 for creation of the new network account.[ ]  [ ]  Were the following policies and procedures reviewed: |  |  |  |  |  |  |  |
|  Review key policies:* Time and Attendance Reporting
* Family & Medical Leave Act (FMLA) / Leaves of Absence
* Vacation and Sick Leave
* Overtime
* Official Use of Govt. Property
 | * Diversity Awareness
* Sexual Harassment / Assault
* Holidays
* Performance Reviews
* Appropriate Attire
* Safety
 | * Ethics / Joint Ethics Regulation
* Standards of Conduct
* Progressive Disciplinary Actions
* Visitors / Security
* Emergency Procedures
* Confidentiality (specific procedures to safeguard confidential / sensitive material)
 |  |  |  |  |  |  |  |
|  Review computer use policies: * Establish Email
 | * Intranet / SharePoint
* Shared Drives
* Databases
* Internet Use
 | * VPN / Mobile Phone
* Outlook Address List Profile
* Microsoft Office
* Other Software / Applications
 |  |  |  |  |  |  |  |
|  Review general administrative  procedures:* Business Cards
* Purchase Requests
 | * Vehicle Registration
* Govt. Travel Card
* Conference Rooms
* Organizational Policies
* Official Travel
 | * Mail (incoming and outgoing)
* Shipping (FedEx, DHL, and UPS)
* Military Driver Requirement
* Severe Weather Procedures
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## PHASE 4: WITHIN FIRST 30 DAYS

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| YES NO[ ]  [ ]  Complete the Arrival & In-processing Survey[ ]  [ ]  Identified short / long term training requirements (CES, SDC, Career Program, AR 350-1 required training as well as organizational training, etc.)[ ]  [ ]  Update your profile in ACT (including your new supervisor)[ ]  [ ]  Explanation of your Career Program (CP) and career path DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  [ ]  Review and finalize performance elements, standards, and sign performance plan. DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  [ ]  Set development goals for IDP with supervisor in ACT DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  [ ]  Meet key partners from other departments[ ]  [ ]  Receive feedback about work assignments, training and provided feedback about job satisfaction to date Completed the following initial mandatory training online or face-to-face: [ ]  Information Security Program https://lms.army.mil Search- Initial Security Program [ ]  Anti-Terrorism <http://jko.jten.mil/courses/atl1/launch.html> Search JS-US007 [ ]  Operations Security (OPSEC) <https://www.iad.gov/ioss> or at <https://www.lms.army.mil> [ ]  Risk Management Basic <https://www.lms.army.mil> Risk Management Basic Civilian***A copy of this checklist and the Arrival & In-processing Survey must be turned in to Workforce Development Division within 10 business days after the new employee’s 30th day.*** |

## WITHIN FIRST 90 DAYS

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| YES NO[ ]  [ ]  Revisit and adjust performance standards and/or IDP as needed [ ]  [ ]  Conduct and document first quarterly performance discussion and counseling DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  [ ]  Receive training, as needed, to understand internal systems, general operating practices, and obtain other information or skills required in the performance of your job |
|  Completed all required mandatory training from Phase 4 and additional training: [ ]  Alcohol and Drug Abuse Program Face-to-Face [ ]  Resilience Face-to-Face  [ ]  Sexual Harassment/Assault Response Prevention (SHARP) Face-to-Face [ ]  Suicide Prevention Face-to-Face  [ ]  Threat Awareness and Reporting Program (TARP) MPA [ ]  Equal Employment Opportunity (EEO) Anti-Harassment, No FEAR Act <https://www.lms.army.mil> Search EEO 203A - for non-supervisors or EEO 203B - for supervisors of civilians***A copy of this checklist must be turned in to*** ***Workforce Development Division within 10 business days after the new employee’s 90th day.*** |
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## PHASE 5: WITHIN FIRST 180 DAYS

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| --- | --- |
| YES NO[ ]  [ ]  Continuing discussion about expectations, culture, and the Army Profession[ ]  [ ]  Conducted in progress review. Discussed formal performance feedback, review of IDP, and career goals.  Met higher level reviewer DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  [ ]  Complete the Orientation & Integration Survey***A copy of this checklist and the Orientation & Integration Survey must be turned in to*** ***Workforce Development Division within 10 business days after the new employee’s 180th day.***WITHIN FIRST 270 DAYS

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| --- |
| YES NO[ ]  [ ]  Revisit and adjust performance standards and/or IDP as needed [ ]  [ ]  Conduct and document quarterly performance discussion and counseling DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ***A copy of this checklist must be turned in to******Workforce Development Division within 10 business days after the new employee’s 270th day.*** |

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## PHASE 6: WITHIN FIRST YEAR

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| YES NO[ ]  [ ]  All onboarding requirements are complete, including CES training requirements and SDC (if required)[ ]  [ ]  Completed the final performance appraisal. Meet with rating official and higher level reviewer DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***A copy of this checklist must be turned in to*** ***Workforce Development Division within 10 business days after the new employee’s 365h day.*** |

## HELPFUL LINKS AND INFORMATION

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| [ ]  Forms and Resources:* Army Civilian Personnel Online: <https://compo.dcpds.cpms.osd.mil>
* Army Career Tracker (ACT): <https://actnow.army.mil/>
* GoArmyEd: <https://www.goarmyed.com/>
* ADRP 1: <http://armypubs.army.mil/doctrine/DR_pubs/dr_a/pdf/adrp1.pdf>
* Center for the Army Profession and Ethic (CAPE) Civilian Video: <http://cape.army.mil/civilians.php>
* Supervisor Acculturation Guide: <http://www.tradoc.army.mil/dcspil/Acculturation/documents/Final%20Documents%20for%20Acculturation%20Program/Civilian%20Acculturation%20Supervisor%20Guide.pdf>
* Army Civilian Acculturation Handbook <http://www.tradoc.army.mil/dcspil/Acculturation/documents/AcculturationHandbook.pdf>

[ ]  Required Training: * AR 350-1, Army Training and Leader Development: <http://armypubs.army.mil/epubs/pdf/r350_1.pdf>
* AR 350-1 Mandatory Training with resource information/web links and other training information:

 <http://www.civiliantraining.army.mil/Pages/MandatoryTraining.aspx>* Joint Ethics Regulation: <http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/>
* CES and SDC enrollment: <https://www.atrrs.army.mil/channels/chrtas/student/logon.aspx>
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\*\*For additional resources refer to the Civilian Employee Smart Book, found in the WDD Document Library at <https://army.deps.mil/army/cmds/imcom_usag8/drum/dhr/WDD/SitePages/Home.aspx>