# INSTALLATION MANAGEMENT ACTIVITY-DUI-COLORarmylogovector_black.gifSUPERVISOR CHECKLIST - New Employee

**Part 1 (First 30 days)** *Submit to WDD NLT 40 days after EOD*

## NEW EMPLOYEE INFORMATION

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| Name: |  |  | Start date: |  |
| Position: |  |  | Supervisor: |  |
| Assigned Sponsor: |  |  | Higher Level Reviewer: |  |

## WITHIN 3 DAYS OF JOB ACCEPTANCE

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| Contact and send new team member a welcome letter to welcome him/her to the team  Provide the new team member supervisor and sponsor contact information  Assign sponsor for new employee and explain sponsor responsibilities (training, checklist, welcome packet, timelines, etc.)  Ensure sponsor contacts the new team member and sends welcome packet, as required. |

## AT LEAST 1 WEEK BEFORE START DATE

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| Announce pending arrival of new employee to staff, leaders, and key personnel  Identify needed training / administrative tasks for new employee’s first 1-2 weeks  Review work area and confirm an assigned workstation, desk, chair, computer, network, telephone, office  Supplies, other required tools and equipment |

## FIRST DAY

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| Ensure sponsor meets and escorts new employee upon arrival. Pre-arrange alternate in case of sponsor’s absence  Provide them the New Employee Checklist  Apprise the new team member their first week activities (work schedule, locations, etc...)  Inform employee of their scheduled Onboarding session at Workforce Development, 219 Nash Blvd. DATE:\_\_\_\_\_\_\_\_\_\_\_\_  Provide employee your contact information and obtain theirs (emergency notification information) |

## FIRST/SECOND DAY – INTRODUCTIONS, TOURS, AND ADMINISTRATIVE PROCEDURES

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| Try to personalize experience with something unique for the new employee – welcome note, name plate, etc  Give introductions to department staff and key personnel (unless pre-arranged for sponsor to perform these introductions) | | |
| 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 |

## WITHIN FIRST WEEK – MEET WITH NEW EMPLOYEE ABOUT POSITION DUTIES

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| Initial informal performance discussion session: Review position description, work assignments, performance expectations, training & education requirements and Individual Development Plan (IDP). DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Discuss work schedule, hours, payroll, time cards (if applicable), ATAAPS, labor accounting & leave / absence policies and  procedures  Ensure that appropriate leaders welcomes new employee  Assist new team member with understanding Army, IMCOM, and organizational culture.  If the employee is in a bargaining unit position, inform the employee who their union representative is  Continuation: WITHIN FIRST WEEK – MEET WITH NEW EMPLOYEE ABOUT POSITION DUTIES  Ensure new employee understands his/her role in support of the Organization and the Army missions  Introduce new employee to the Army Values – Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, Personal Courage  Inform employee of all mandatory training requirements |

## WITHIN FIRST WEEK – POLICIES AND ADMINISTRATIVE PROCEDURES

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| Ensure employee is issued DoD Common Access Card (CAC) as soon as SF50 is posted in DCPDS  Ensure employee completes DoD Information Assurance (IA) Awareness Training (<https://ia.signal.army.mil/login.asp>)  Ensure new employee’s name is added to local directories, relevant email distribution lists and SharePoint site permissions | | |  |  |  |  |  |  |  |
| 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 |  |  |  |  |  |  |  |

## WITHIN FIRST 30 DAYS

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| Identify short / long term training requirements (CES, SDC, Career Program, AR 350-1 required training as well as organizational training, etc.)  Accept request in ACT as supervisor for new employee  Explain to the employee their Career Program (CP) and career path DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Meet with new employee to review and finalize performance objectives, standards, and sign performance plan. Arrange for  senior rater (higher level reviewer) to meet with the employee DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Set development goals for IDP with employee in ACT or on IMCOM Form 8 DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Arrange for new employee to meet key partners from other departments  Provide feedback to new employee about work assignments, training and seek feedback about job satisfaction to date  Employee submitted their checklist and Arrival & In-processing survey to WDD NLT 40 days after Entry on Duty (EOD)  Complete Part 1 of this checklist and submit to WDD NLT 40 days after employees EOD SUPERVISOR COMMENT OR SUGGESTION FOR THE FIRST 30 DAYS OF ONBOARDING  |  | | --- | |  |  INSTALLATION MANAGEMENT ACTIVITY-DUI-COLORarmylogovector_black.gifSUPERVISOR CHECKLIST - New Employee **Part 2 (First 180 days)** *Submit to WDD NLT 190 days after EOD* NEW EMPLOYEE INFORMATION  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name: |  |  | Supervisor: |  | |

## WITHIN FIRST 90 DAYS

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| Revisit and adjust performance standards and/or IDP as needed  Provide training, as needed, to help new employee understand internal systems, general operating practices, and obtain other information or skills required in the performance of his/her job  Coach, counsel, and give performance feedback early and often to new employee (Recommend once a month) |
| Ensure employee completes all required mandatory training  Ensure employee attends OPEX training  Conduct and document first quarterly performance discussion and counseling DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Employee submitted their checklist to WDD NLT 100 days after EOD |

## WITHIN FIRST 180 DAYS

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| Continue to talk with new employee about expectations, culture, and the Army Profession  Ensure new employee is on track to complete required CES courses and/or Supervisor Development Course (SDC)  Conduct mid-point (in-Progress review) performance counseling with employee. Review of IDP and career goals. Employee meets with senior rater (higher level reviewer) as needed DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Continue to provide and/or arrange coaching, counseling, and mentoring (Explore ACT for mentoring opportunities) |
| Seek feedback from new team member about onboarding, in-processing, work assignments, and job satisfaction |
| Employee submitted their checklist and Onboarding &Integration survey to WDD NLT 190 days after EOD  Complete Part 2 of this checklist and submit to WDD NLT 190 days after employees EOD SUGGESTION FOR THE FIRST 180 DAYS OF ONBOARDING  |  | | --- | |  | |

## WITHIN FIRST YEAR

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| Encourage participation in training, webinar sessions, learning activities, and other outreach / developmental activities  Ensure employee completes onboarding requirements, including CES training requirements and SDC (if required)  Continue to meet regularly with new employee to review and revalidate performance and training plans and developmental goals. Discuss performance as an Army Professional and monitor progress in competence (knowledge, skills, abilities), character (ethical conduct and behavior) and commitment (to duty, mission accomplishment and Army Values)  Complete annual performance appraisal. Meet with employee. Arrange for senior rater (Higher Level Reviewer) to meet with and counsel employee as needed DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Review, update, and approve employees IDP  Seek feedback from new team member about onboarding, in-processing, work assignments, and job satisfaction |