

Onboarding Checklist

For Supervisors – Complete and Keep for Reference



EMPLOYEE NAME: _____

Prior to New Employee's Arrival	Date Completed
<input type="checkbox"/> Send welcome letter and call week prior to arrival to welcome and arrange meeting	_____
<input type="checkbox"/> Assign a sponsor and notify all parties (Sponsor Name: _____)	_____
<input type="checkbox"/> Assign and prepare workspace; provide standard office supply package	_____
<input type="checkbox"/> Ensure IT and communications essentials (e.g., computer, phone, e-mail, training accounts, network access) are set up	_____
<input type="checkbox"/> Prepare staff for new employee's arrival, e.g. provide bio, arrange meetings for first week	_____
Day 1: Orientation	Date Completed
<input type="checkbox"/> Introduce new employee to fellow team members and sponsor	_____
<input type="checkbox"/> Arrange a tour of your facility	_____
<input type="checkbox"/> Provide information about the organization and its culture	_____
<input type="checkbox"/> Ensure all necessary forms are completed and submitted to HR	_____
<input type="checkbox"/> Explain policies and procedures (to include, but not limited to):	_____
(go to http://www.ocio.usda.gov/directives/ for a complete list of Departmental Regulations)	_____
<input type="checkbox"/> Workplace safety (include injury reporting, health clinic info, etc.)	_____
<input type="checkbox"/> Work policies (tour of duty, overtime, comp time, telework, schedules, WebTA, inclement weather, use of equipment, etc.)	_____
<input type="checkbox"/> Building access for employee and visitors	_____
<input type="checkbox"/> What's prohibited (e.g., weapons, recording devices, etc.)	_____
<input type="checkbox"/> Other (Ethics, FOIA, EAP, dress code, wellness services, work-life programs, etc.)	_____
Week 1	Date Completed
<input type="checkbox"/> Ensure job roles and responsibilities are clearly communicated to new employee	_____
<input type="checkbox"/> Review training program and AgLearn (www.aglearn.usda.gov) with new employee (include required training and how to request training)	_____
<input type="checkbox"/> Review organizational structure and key staff (provide contact info)	_____
<input type="checkbox"/> Provide Ethics Office contact info (www.usda.gov/ethics)	_____
<input type="checkbox"/> Introduce new employee to other relevant work teams and senior staff (provide contact info)	_____
First 90 Days	Date Completed
<input type="checkbox"/> Review performance expectations and issue Performance Plan (<i>Mandatory Requirement Day 30</i>)	_____
<input type="checkbox"/> Arrange for new employees to meet stakeholders of other departments	_____
<input type="checkbox"/> Discuss, explain and issue the Individual Development Plan (<i>Mandatory Requirement Day 90</i>)	_____
<input type="checkbox"/> REMINDER: Give performance feedback early and often and check in regularly to ensure new employee continues to build knowledge to perform their work	(Ongoing)
<input type="checkbox"/> REMINDER: Provide training, as needed, to help the new employee understand internal systems and operating practices and obtain information & skills required for performance of their job	(Ongoing)

I have been briefed on the above items. Employee Initials _____ Date _____