

# OCAO ON-BOARDING CHECKLIST

## *for new employees*

*New Employee  
Information*

Name:	Start Date:
Position:	Supervisor:
Organization:	Duty Station:
Phone Number:	Email:

TASK	COMPLETED
<b>BEFORE FIRST DAY - This refers to the time before the new employee arrives at the duty station.</b>	
Welcome letter mailed from CAO (including information regarding OCAO New Employee website).	<input type="checkbox"/>
Contact new employee to answer questions.	<input type="checkbox"/>
Identify and assign a mentor/sponsor.	<input type="checkbox"/>
Set up workstation/office.	<input type="checkbox"/>
Ensure that "office essentials" (computer, telephone, email, Time & Attendance, Travel Manager, Commerce Learning Center, IT and Security Training, etc.).	<input type="checkbox"/>
Personalize sign on door or cubicle, update organizational chart (on website).	<input type="checkbox"/>
Plan welcome reception for new employee.	<input type="checkbox"/>
Develop Individual Development Employment Plan (IDP) by using the recommended training identified in the CAO Leadership Development Framework.	<input type="checkbox"/>
<b>For the administrative support team of new managers/supervisors:</b> <ul style="list-style-type: none"> <li>• Create a list of names of office employees</li> <li>• Provide names of key OCAO leadership (OCAO Organization chart)</li> <li>• Set up calendar for OCAO Leadership meetings and other key meetings with Staff and/or Line Office cross functional team meetings or Council meetings</li> <li>• Develop a briefing book with information about the organization and employee assignments, etc.</li> </ul>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>FIRST DAY/ORIENTATION - This refers to the first day the new employee reports to work and any orientation activities in the first few days.</b>	
Once released from WFMO, welcome with reception, flowers, NOAA pin and OCAO paraphernalia, etc.	<input type="checkbox"/>
Introduce employee to staff and/or key OCAO leaders.	<input type="checkbox"/>
Introduce new employee to mentor/sponsor.	<input type="checkbox"/>
Eat lunch with new employee on their first day, if appropriate (invite mentor).	<input type="checkbox"/>
Provide tour of facility (cafeteria, credit union, snack bars, parking, security, etc.).	<input type="checkbox"/>
Provide information about NOAA and OCAO.	<input type="checkbox"/>
Help make the first day a compelling and valuable experience.	<input type="checkbox"/>
Register for access to use Purchase card, Commerce Learning Center, Web T&A, Travel manager, Travel card, C-Request, etc.	<input type="checkbox"/>
Provide copies of the NOAA and OCAO policy statements on non-discrimination and EEO to new employees, especially those who have been appointed to supervisory positions.	<input type="checkbox"/>

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Organization:	Duty Station:
Phone Number:	Email:

TASK	COMPLETED
<b>FIRST WEEK</b> - This refers to the first five business days the employee is on the job (excluding time in orientation).	
Issue and discuss performance plan.	<input type="checkbox"/>
Discuss Individual Development Plan (IDP) by using the recommended training identified in the OCAO Leadership Development Framework.	<input type="checkbox"/>
Explain job responsibilities and expectations.	<input type="checkbox"/>
Introduce new employee to other employees and/or Line Office or OCAO staff.	<input type="checkbox"/>
Ensure that new employee's meet SES leadership.	<input type="checkbox"/>
Review the organizational structure and key staff.	<input type="checkbox"/>
Provide a key list of contacts who can address the new employees concerns.	<input type="checkbox"/>
Solicit feedback from the new employee regarding the OCAO on-boarding process.	<input type="checkbox"/>
Deal with issues early when they can be most easily remedied, and make sure that the employee is on the right path.	<input type="checkbox"/>
Order business cards for new managers and supervisors.	<input type="checkbox"/>
<b>FIRST 90 DAYS</b> - This refers to the time between the new employee's first week and the first three months of employment.	
Review performance objectives and set individual development goals.	<input type="checkbox"/>
Provide new employee with feedback early and often.	<input type="checkbox"/>
Monitor IDP and other skills required to perform the position.	<input type="checkbox"/>
Meet with new employee regularly to ensure they expand their knowledge and skills.	<input type="checkbox"/>
Check with new employee to ensure that they continue to assimilate and expand their capabilities.	<input type="checkbox"/>
Spend less time handholding and more time empowering.	<input type="checkbox"/>
Conduct mid year performance evaluation.	<input type="checkbox"/>
<b>FIRST YEAR</b> - This refers to the time in between the new employee's first three months and the end of the first year of employment.	
Prepare a new and/or revised Individual Development Plan (IDP).	<input type="checkbox"/>
Conduct end of year performance evaluation.	<input type="checkbox"/>
Ensure that the CAO sends a congratulatory letter on the employee's one-year anniversary.	<input type="checkbox"/>