



	continued safe driving record. Document in writing using FWS Form 3-2267 (243 FW 1-5 and 321 FW 1)
	Arrange for the issuance of a Government Identification Card, building security badge and/or card/keys, parking permit, etc.
	Ensure employee has completed Automated Information Systems (AIS) forms.
	Introduce the employee to his/her sponsor, if one has been designated. Sponsor is encouraged to sit in on briefing with the new employee.
	Discuss your preferences and your expectations of the new employee. <ul style="list-style-type: none"> <li>• Describe management style and preferences (e.g., open door policy, prefer to see things in writing, prefer brainstorming ideas, etc).</li> <li>• Provide the employee with a copy of his/her position description (if necessary) and discuss, emphasizing critical duties and responsibilities. Explain how the employee's work is important to the immediate office and how the office's work contributes to the mission of the Service. Include an overview of the job responsibilities of co-workers.</li> <li>• Outline the employee's duties and responsibilities.</li> <li>• Discuss the type and tenure of appointment and probationary period.</li> <li>• Review work hours and schedule options, lunch schedules, leave policies, annual leave, sick leave, overtime and compensatory time and holidays, and any other work/life balance initiatives, and telephone tree to be used in emergencies. Include who can approve leave in advance and unscheduled leave.</li> <li>• Provide an overview of the office function/programs and organizational structure (who reports to whom).</li> </ul>
	Identify the person(s) the new employee can go to for help if the supervisor is absent (if there is no sponsor).
	Assign job-related tasks/substantive reading that will provide a sense of accomplishment (see <a href="#">Before the New Employee Arrives Checklist</a> ).
	Have the new employee view the orientation video (if he/she hasn't seen it) and explain how the office/station supports the mission of the Service.
	Ensure employee received a copy of the New Employee Pocket Guide (if not provided in initial package to employee).
	Identify any special needs the new employee may have.

**Work/Geographic Area Responsibilities of the Sponsor (if assigned)**

(Supervisor remains accountable and if no sponsor assigned provides this information as well)

	Show the new employee around the work area and other facilities; include the location of telephones, mailboxes, copiers, fax machines, restrooms, etc.
	Review safety/security information (e.g., location of first aid kits, AED, alarms, emergency exits and lighting, stairways, interior/exterior staging areas, etc.).
	Introduce the new employee to co-workers, supervisors, and managers, and explain the relationship of their work to the employee's work.
	Provide a telephone directory and ensure the new employee has sponsor's and supervisor's extension.
	Review how to operate the telephone system/voice mail and how to answer the telephone.
	Review how to access the computer and e-mail, if applicable. Provide Information Technology (IT) Security training Web site (required for new employee to complete).
	Confirm new employee has copy of applicable safety/security plans (e.g., Emergency Action, Station Safety, Disaster Action, Continuity of Operations).
	Review policies and procedures for the office and go over guides, instruction manuals, standard operating procedures, etc., that are available in the work area. Review special words, terms, and acronyms used by the office.
	Point out frequently used internal forms, where they are kept, and how they are used.
	Escort new employee to offices/appointments.
	Identify resources for new employee to learn about the Service, the Region, the office (Web sites, brochures, Employee Pocket Guide, etc).

	Be available to answer new employee's questions. Ask open-ended questions of new employee (e.g., How else can I help? What information do you need?, etc.).
	If employee is new to the area, arrange a time to help orient the employee to the town (e.g., locate the post office, banks, shopping, hospitals, housing options, utility companies in the area, schools, etc depending on his/her needs).
	Provide new employee with a list of common acronyms used in the office.

**By the end of the employee's first week, the supervisor should:**

	Ensure the employee received from Human Resources/Capital Office and understands the following benefits and their timelines for enrollment: Retirement, Federal Employees Group Life Insurance (FEGLI), Federal Employees Health Benefits Program (FEHB), Flexible Spending Accounts (FSAs), Thrift Savings Plan (TSP), and Long Term Care Insurance (LTC).
	Provide a safety and health program orientation (see 240 FW 3, Section 3.8).
	Answer any questions about policies and procedures for the office (guides, instruction manuals, standard operating procedures, etc.) that are available in the work area. Clarify any special words, terms, and acronyms used by the office that are still unclear to the new employee.
	Explain the organizational structure of the Department and the Service in relation to the office.
	Provide the employee with positive feedback and offer suggestions that will help the employee learn the job and fit in with the work group. Ask the employee how the first week went and discuss any areas of concern.
	Discuss training needed, career development, and employee's career goals. Be sure to identify any necessary training for the job and development.
	Arrange for Government Purchase Card and/or Travel Card and Telephone Card as appropriate.
	Discuss vehicle usage (personal and Government: pool or assigned).
	Review safety, security, accident, and emergency procedures for the work area (see 240 FW 3 Section 3.8).

**Within the employee's first month, ensure that he/she has been provided with information on ....**

	Retirement*
	Federal Employees Group Life Insurance (FEGLI)*
	Federal Employees Health Benefits Program (FEHB)*
	Flexible Spending Accounts (FSAs)*
	Federal Long-Term Care Insurance*
	Thrift Savings Plan (TSP)*
	Employee Assistance Program (EAP)
	Ethics – An Employee Guide
	Conflict of interest regulations
	Political activity guidance
	Equal Employment Opportunity policy and guidance
	Conflict Resolution Program (CORE)
	Information on grievance procedures
	Service policy regarding training and career development*
	Scientific integrity (212 FW 7)
	SMIS – How to Report an Accident

\*Provided by Human Resources/Capital Office to permanent employees within the first week

**At the end of the employee's first month, the supervisor should:**

	Ensure the employee understands the benefit and employee rights information (chart above). Refer to appropriate office if the employee has any questions.
	Ensure the employee has been provided 1 hour (minimum) of official time to review the Department of the Interior Ethics Guide.
	Ensure new employee has completed IT security training.
	Establish and sign the employee's performance plan. Discuss what is involved in a performance rating, specifically: critical elements of the position that will be used to measure performance, how performance is documented, and the time performance reviews and ratings will take place.
	Discuss incentive awards.
	Review the employee's work progress to date. Provide any specific feedback and discuss any areas of concern.
	Provide the employee with general information on personal growth and training opportunities, as well as Federal promotion policies/procedures. Decide together what training and developmental activities are necessary within the first year, using the Individual Development Plan (IDP). Be sure to include necessary orientation program(s).
	Instruct the employee on the use of the Department's Learning Management System used to input their completed training and to register for NCTC training courses. (Note: The Learning Management System is updated monthly with information from FPPS. If new employee attempts to sign in and isn't in the system yet, instruct employee to try again in a few weeks.)
	Confirm that the new employee has enrolled in the New Employee Orientation (online).
	Discuss office procurement procedures and how to obtain supplies.
	Discuss how to obtain reimbursement for incidental expenses.
	Discuss basic Federal travel regulations. Issue blank Travel Authorization if warranted. Provide name of someone who will assist or offer to assist new employee with first travel voucher.

\_\_\_\_\_  
Employee's Signature/Date

\_\_\_\_\_  
Supervisor's Signature/Date

**SUPERVISOR MAINTAINS FORM IN EMPLOYEE'S FILE.**