

New Employee Orientation Program

Supervisor's Checklist & Work Site Orientation Guide

“Welcome to the West Virginia National Guard Technician Program, where citizen soldiers are at their best, a vital part of America’s force, well trained and equipped, and committed to excellence in serving our communities, our state, and our nation.”

The National Guard New Employee Orientation is designed to provide foundations information that is critical to the support of our Full-Time Manning (FTM) during their first year of employment. As a new employee’s supervisor, you are the most logical person to help ensure success in meeting the goals of the new Orientation Program. Those goals are to....

- Create an understanding of the National Guard’s Mission, priorities and history, and how the mission is carried out so that staff can put their work in a larger context.
- Create awareness of the National Guard’s leadership in research, teaching, and clinical care, and how these activities are carried out.
- Build a foundation of skills and competencies-customer service, teamwork, leadership, and communication- in each employee that helps the National Guard achieve its mission.
- Simplify and shorten the new employee’s learning curve so that they are more efficient on the job and better able to use National Guard resources.
- Build staff dedication to the National Guard. Increase staff retention by ensuring a better fit between employee expectations and National Guard culture.

The attached checklists- pre-arrival, first day in the directorate/ unit, and the first month in the directorate/ unit- is provided to assist you in welcoming and training new employees. Don’t be limited by what appears here. Rather, think of this material as a catalyst to help you be creative and resourceful in making your new hire feel a part of the team. Above all, we encourage each of you to attach your addendum checklist to this orientation checklist to suit the character and needs of your unit/ directorate.

As soon as you post a vacant position, create an SOP with materials and checklists for your new hire orientation. Facilitate open communication among colleagues and team members who have a stake in the success of the new hire. Think in terms of your directorate’s mission and strategic plan. Do not hesitate to call the HRO for assistance with the development of important organizational pieces.

Our Values

*Integrity
Honor
Excellence in All We Do
Leadership
Respect*

*Empowerment through
Education
Loyalty
Duty*

*Selfless Service for our
Customers
Social Responsibility
Personal Courage
Accountability*

I. Supervisor's Checklist- Pre Arrival

Goal: To provide an optimal and ready work environment for your new hire. Supervisor needs to think about potential problems and address them before they happen.

When to use this list: As soon as you know you are bringing on a new employee.

What to do: Set aside some focused time, go through the recommended items on this list, and make it a point to give some thought to each one.

Done

To Do

- _____ Call to officially welcome the new hire to the National Guard Technician program after confirmation of approval of hire by TAG.
- _____ Send an informal announcement (via email) welcoming your new hire to the unit or organization.
- _____ Prepare the first day of work and first pay period (2-week) agenda.
- _____ Review the mission statement and strategic plan. Create a relationship between the employees responsibilities to the achievement of result.
- _____ Prepare the new hire's workspace with appropriate supplies and make sure that it is clean and ready.
- _____ Contact appropriate individuals to confirm set-up.
- _____ Review New Hire process and Orientation- See Checklist III (New Hire Forms)
- _____ Desktop Support for appropriate computer setup and software applications that they will need in their position.
- _____ Coordination for keys and access to appropriate areas.
- _____ Prepare a description of a typical day in the new hire's position that you can communicate to the new employee.
- _____ Review the Position Description and begin thinking about the Critical elements that the new hire will have assigned.
- _____ Create an Individual Development Plan for the new hire. What trainings will they have to complete. Who will they be working with to learn on the job skills? What knowledge do you expect them to gain and in what periods of time?

II. Supervisor's Checklist- New Hire's First Day

Goal: To facilitate a clear understanding of duties and responsibilities and set expectations for the new employee and to create a welcoming work environment.

When to use this list: On your new hire's first day in the position.

What to do: Follow through on all the planning you did on checklist I.

Done

To Do

- _____ Greet the new employee and discuss Day 1 agenda.
- _____ Officially introduce the new employee to the entire department/ section.
- _____ Review mission and strategic plan and discuss with employee how they will help meet the mission/ plan.
- _____ Discuss the description of a typical day in the employees position and go over PD.
- _____ Review the individual development plan for the employee and make necessary changes
- _____ Issue keys and review access/ security issues/ security training.
- _____ Formally introduce the employee to their mentor/ work leader.
- _____ Provide overview of logistical issues and walkthrough of facility (parking, coffee, copiers, supplies, bathrooms, emergency procedures, break rooms, etc).
- _____ Assemble the Supervisor's work folder ensuring personal contact data is obtained.
- _____ Have employee review the HRO website and New Employee Slide Presentation to go over benefits available to them.
- _____ Facilitate enrollment into the required training courses (Safety, Oracle, Sexual Harassment, Computer New User, etc)
- _____ Inform new employee of upcoming meetings.
- _____ Set up meeting with higher level supervisor, if available.
- _____ Review resources available to successfully meet the needs of the section.
- _____ Discuss job expectations, initial counseling letter, and go over assigned critical elements.
- _____ Answer any questions or commit to getting answers you may not have.
- _____ Encourage new employee to keep a list of notes and questions.
- _____ Do an AAR of the first day and ask the new hire to share with you what they gained from the orientation experience.

III. Supervisor's Checklist- New Hire Paperwork

Goal:

167th AW: Technicians will be required to meet with their payroll office in building 120 to ensure pay documents go on file.

130th AW: Technicians will be required to meet with their payroll office in building 141 to ensure pay documents go on file.

Army: These forms must be filled out and returned to the Human Resource Office via email ASAP to techbenefits@ng.army.mil but NLT the end of the first week of the technician's 1st pay period on board. These forms ensure the technician gets paid! VERY IMPORTANT!

When to use this list: On your new hire's first day in the position.

What to do: Have employee complete forms and follow instructions above depending on your branch.

Done

To Do

- _____ Employee's Federal Withholding Allowance Certificate, Form W-4
- _____ Direct Deposit Sign Up form, SF 1199A
- _____ CD525, Employee's Address Form
- _____ DD Form 2058 State Tax Form
- _____ All Title 10 DD 214's
- _____ 2 Forms of Identification
- _____ SF 61 Appointment Affidavit
- _____ Form I-9 Employment Eligibility Verification
- _____ OF 306 Declaration of Employment
- _____ SF 256 Self Identification of Handicap
- _____ SF 181 Ethnicity and Race Info
- _____ HRO Form 12 Standards of Conduct
- _____ SF 144 Statement of Prior Federal Service
- _____ Army Only- MOS Training Agreement
- _____ Personal Contact Sheet
- _____ Tricare Reserve Select Memo of Understanding
- _____ OWCP Memo

***The above forms are found on the HRO website under New Technician Info .**

Checklist IV. Supervisor's 1st year with new employee

Goal: To reinforce priorities for section/ organization and evaluate performance of new employee.

When to use this list: At the end of the 1st month, at the end of the 3rd month, 6th month, and at the end of the 9th month of employment.

What to do: Keep open communication.

- _____ Schedule a meeting with the new employee at the end of the 30 days, end of 3rd month, end of 6th month, and end of 9th month.
- _____ Review observations, issues, and priorities
- _____ Continue to clarify roles, responsibilities, and expectations
- _____ Ensure that mandatory training has been scheduled (ie. PEC, MOSQ, etc)
- _____ Review the IDP and make corrections or adjustments as necessary
- _____ Review Position Description and reiterate critical elements
- _____ Discuss the appraisal process (TPR 430) with the employee and the trial probationary period (if appropriate)
- _____ Answer any questions
- _____ Record counseling(s) on the NGB 904-1

****For Trail Probationary employees, at the end of the 9th month, the supervisor must recommend to the HRO if they wish to retain/ non-retain the employee. Contact the HRO for guidance.**