

DoD Onboarding Key Activities

PRE-BOARD	WELCOME	BUILDING FAMILIARITY	ACCLTURATION/ COLLABORATION	CONTINUAL DEVELOPMENT
BEFORE FIRST DAY →	FIRST WORKDAY →	FIRST WEEK →	FIRST 90 DAYS →	FIRST 6 MONTHS -> ONGOING →
<ul style="list-style-type: none"> Identify a sponsor and have sponsor initiate contact Extend personal welcome to employee Communicate first day logistics to employee Send Welcome Packet in advance and/or through an online portal access Ensure that work space essentials and reasonable accommodations are ready Request computer and network access with IT as necessary Announce pending arrival of new employee to staff and stakeholders Plan initial work assignments for the new employee for their first week 	<ul style="list-style-type: none"> Ensure completion of initial in-processing Have leadership share the mission and values Orient employee to organization with the following, as applicable: <ul style="list-style-type: none"> Provide necessary online material, handbooks or guides Provide organizational charts and contact lists Schedule formal new employee orientation Have sponsor and coworkers meet new employee Give a tour of the building, the office, and essential facilities Check-in with the employee at the end of the day 	<ul style="list-style-type: none"> Provide position description, explain job scope, and set performance expectations Discuss key contacts and required business processes Provide extended tours and introductions Familiarize employee with key stakeholders and senior leaders Provide initial work assignments – either training or substantive work – and ensure the assignments are understood Discuss essential and developmental training opportunities 	<ul style="list-style-type: none"> Provide training essential to job performance Initiate Individual Development Plan Monitor performance and provide feedback Seek feedback from employee on their initial experiences Have employee meet with stakeholders – including staff from other departments and external partners Assist employee with understanding DoD and organizational culture Identify and provide opportunities to participate in organizational activities 	<ul style="list-style-type: none"> Recognize positive employee contributions Provide formal and informal feedback on performance** Finalize initial Individual Development Plan Promote participation in webinars, training, conferences, “lunch and learn” activities, and other outreach/developmental activities, etc.

OUTCOMES

Attract employees **Increase employee engagement level** **Improve employee performance**
Increase employee retention **Increase level of relevant skills & competencies**
Support an integrated military/civilian culture