



DoD ONBOARDING KEY ACTIVITIES

BEFORE FIRST DAY ▶	FIRST WORK DAY ▶	FIRST WEEK ▶	FIRST 90 DAYS ▶	FIRST 6 MONTHS + ▶
<p><i>Pre-Board</i></p> <ul style="list-style-type: none"> • Identify a sponsor to initiate contact. • Extend personal welcome. • Communicate first day logistics to employee. • Send Welcome Packet in advance and/or through an online portal. • Ensure 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. 	<p><i>Welcome</i></p> <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. 	<p><i>Building Familiarity</i></p> <ul style="list-style-type: none"> • Provide position description, job scope and 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. 	<p><i>Acculturation</i></p> <ul style="list-style-type: none"> • Provide training essential to job performance. • Initiate Individual Development Plan. • Monitor performance and provide feedback. • Seek feedback on employee's 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. 	<p><i>Continual Development</i></p> <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 training, webinars conferences, “lunch and learn” activities and other outreach/developmental activities.