

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