

Welcome!

This is an exciting time for you!! Our job is to make sure you are setting foot on solid ground. This checklist and the accompanying New Employee Resource Guide contain high-level information to ensure you are set up for success. Some of the items are specific to an agency or facility. If you have questions about an item, you can talk to your Supervisor, Onboarding Point of Contact (OPOC), “Buddy” or other team member.

Assignment of your Onboarding Point of Contact

As a new employee, an OPOC may be available to you. This OPOC or perhaps a “Buddy” will help you during your first year of employment by offering advice and guidance and helping to foster and promote your skills and professional development. Your OPOC or “Buddy” knows the ropes within the Organization, they know what actions will ensure success in achieving the Agency/Program mission. They are a source of advice and encouragement who can succeed in steering you in the right direction, as well as help you to create and maintain a positive and productive culture of excellence. Their role is to create a comfortable, more informal environment in which you can ask and receive information about the USDA MRP and your Agency or Program’s culture and norms, including those everyday procedures and policies, written and unwritten, that help to explain how things really work. All things to help you become an effective fully contributing member of our MRP APHIS or MRP AMS workforce.

Day One Paperwork

Your OPOC or an administrative/resource management staff member within your Program will typically help you with your Day One paperwork. They will work with you to ensure these forms and your [identification documents](#) are provided to the Human Resources Division no later than three (3) days after your Entry on Duty (EOD) date in order to meet the eVerify and processing timeframes.

<i>You may print and complete these forms prior to your EOD date. DO NOT SIGN THEM until prompted to do so during orientation.</i>	
<input type="checkbox"/>	Appointment Affidavit (SF-61)
<input type="checkbox"/>	Employee Eligibility Verification (Form I-9)
<input type="checkbox"/>	Declaration for Federal Employment (OF306) - you signed this form the first time as the <i>Applicant</i> . This second signature will be in block 17B as the <i>Appointee</i> . You can print your form from your USAS Onboarding profile. If you did not complete documents within USAS Onboarding, you can complete (DO NOT SIGN) and bring a blank form when you report for work
<input type="checkbox"/>	Photocopies of your Identification Documents
<input type="checkbox"/>	If during COVID19 you will be teleworking, your Supervisor will ask that you complete a USDA telework agreement

First Day – First Week	Date Completed	
<input type="checkbox"/>	Take the Oath of Office, Complete the I9 and Sign the OF306 as the Appointee	
<input type="checkbox"/>	(APHIS) Have your photo taken and posted on the “ APHIS New Faces ” page	
<input type="checkbox"/>	(APHIS) Complete & Submit the New Employee Emergency Contact Form to MRPBS EMSSD and ensure your Supervisor has a copy of your emergency contact information	
<input type="checkbox"/>	Review all information found on this New Employee Onboarding site, the My APHIS site and the AMS Employee Resources site (you may need eAuthentication & @usda.gov email to access some sites/resources)	
<input type="checkbox"/>	Meet your new team!	
<input type="checkbox"/>	Ensure your Supervisor has submitted Service Now (SNOW) request for 30 day Personal Identity Verification (PIV) exclusion and network access via the APHIS Portal	
<input type="checkbox"/>	Ask for a facility tour if you haven’t been provided one	
<input type="checkbox"/>	Attend a meeting with your administrative support personnel or resource management staff to go over any office procedures (i.e. time & attendance recording)	
<input type="checkbox"/>	Check with your Supervisor or Administrative/Resource Management Staff to ensure any team phone/email contact lists or applicable meeting invitations are updated with your information.	
<input type="checkbox"/>	<p>Meet with your Supervisor to:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Understand job roles and responsibilities <input type="checkbox"/> Review USDA, APHIS, AMS and Program or Support Unit organizational charts <input type="checkbox"/> Learn about your staff and its mission, vision, values. Ask how your work connects to the mission and vision of your program, of your Agency & of USDA <input type="checkbox"/> Ask for an overview of administrative items – position description, performance plan, performance, policies, tour of duty, telework, IDP and training, etc. <input type="checkbox"/> Discuss expectations – open communication, confidentiality, regular feedback, cubicle etiquette, continual learning, etc. <p>Locate and know the answer to questions such as:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Workplace safety (e.g. fire alarm protocol, injury reporting, health clinic info, etc.) <input type="checkbox"/> Job policies (e.g. tour of duty, overtime, comp time, telework, schedules, WebTA, inclement weather, use of equipment, etc.) <input type="checkbox"/> Building access for employee and visitors <input type="checkbox"/> What is prohibited (e.g. weapons, recording devices, etc.) <input type="checkbox"/> Other (e.g. dress code, Ethics, Freedom of Information (FOIA), Employee Assistance Program (EAP), Dress Code, Work Life Wellness, etc.) <p>A list of Departmental Regulations</p>	

14 to 30 Days after Entry on Duty (EOD)		Date Completed
<input type="checkbox"/>	<p>Confirm that the you have received eAuthentication invitation and Linc Pass enrollment email at either your home or work email address</p> <p>* If eAuth email is not received – contact ATAC at Help@usda.gov</p> <p>* If Linc Pass enrollment email is not received – contact HRD Personnel Security at LincPass.Security@usda.gov</p>	
<input type="checkbox"/>	Check your Linc Pass status via the Linc Pass Tracker	
<input type="checkbox"/>	Review performance expectations and discuss your Performance Plan (Box C). Additional information about Performance Standards is in the HR Desk Guide	
<input type="checkbox"/>	Ask for help on MS Outlook, WebTA, Skype, Cisco VOIP, eVPN and other program specific software if you need it	
<input type="checkbox"/>	(APHIS) Review required training requirements and the AgLearn application	
<input type="checkbox"/>	Locate & review your Leave & Earning Statement (LES) on the National Finance Center’s Employee Personal Page	
<input type="checkbox"/>	Review your Benefits options and start completing the appropriate forms	
<input type="checkbox"/>	Check in with your Supervisor and discuss how your first week went! See suggested discussion topics	
<input type="checkbox"/>	Ensure that you have completed your WebTA timesheet by the end of the pay period. If you will not have access to WebTA, ensure you have completed your manual timesheet. If you need cannot access WebTA contact HR.System.Access@usda.gov	
<input type="checkbox"/>	Talk with your Supervisor about tracking performance and accomplishments. Learn which items should be a part of your quarterly reviews	
<input type="checkbox"/>	Ensure all property assigned to you is accounted for per your Agency or Program requirements	
<input type="checkbox"/>	Work with your Supervisor or Administrative/Resource Management Staff if your position requires a Government Purchase Card	
<input type="checkbox"/>	Review requirements & training about Government Owned Vehicles (GOV) or the Government Fleet Card if your positions requires use of either	
<input type="checkbox"/>	Work with your Program’s Federal Agency Travel Administrator (FATA) if a Government Travel Card is needed	
<input type="checkbox"/>	Work with your Supervisor or Administrative/Resource Management Staff if your position requires a Government Passport	
<input type="checkbox"/>	(APHIS) Connect with International Services around training or medical clearance requirements or State Department guidance if your position requires you to travel internationally	
<input type="checkbox"/>	If you are a new Supervisor – Submit the New Supervisor Agreement to New.Supervisor.Training@usda.gov	
<input type="checkbox"/>	If you are a new Supervisor – Confirm you have accessed and reviewed all the requirements and information on the New Supervisor Page	

30 to 90 Days after Entry on Duty (EOD)		Date Completed
<input type="checkbox"/>	Work with your Supervisor to be introduced to other internal and external stakeholders and/or Program Leaders (as applicable)	
<input type="checkbox"/>	Create and discuss your Individual Development Plan (IDP) with your Supervisor. Access the Career Development Center	
<input type="checkbox"/>	REMINDER: Days 30 and 45 – have you made all your Benefits decisions?	
<input type="checkbox"/>	REMINDER: Day 30 – have you accessed your electronic Official Personnel Folder (eOPF) ?	
<input type="checkbox"/>	Begin discussions with your Supervisor on the opportunity of entering into a mentoring partnership	
<input type="checkbox"/>	Ensure you have completed their Electronic Questionnaire for Investigations Processing (e-QIP). If you have questions about e-QIP contact your HRD Personnel Security Service Provider	
<input type="checkbox"/>	REMINDER: Ask for performance feedback early and often from both your Supervisor and your teammates	
<input type="checkbox"/>	Learn more about the Emerging Leaders Program, the various Leadership Development Programs and/or Wellness Programs that exist in your Program or at your office location	
<input type="checkbox"/>	Continue to review your checklist and talk with your Supervisor to ensure you are both on the same page or timeline related to task completion	

Things I want to remember to ask about:

- 1.
- 2.
- 3.
- 4.
- 5.

The Workspace

Your workspace should be ready for your arrival. Below are some typical items found in work and field locations. Talk to your Supervisor, OPOC or administrative personnel about items you may need to be successful in your position.

THE WORKSPACE		Completed
<input type="checkbox"/>	Workstation, with a nameplate (if applicable)	
<input type="checkbox"/>	Filing cabinets	
<input type="checkbox"/>	Locker	
<input type="checkbox"/>	Harmonized keys for filing cabinets, office cabinets, and drawers	
Work with APHIS MRPBS ITD to:		
<input type="checkbox"/>	Computer equipment and network/email account	
<input type="checkbox"/>	Telephone, docking station, monitor, and access to a printer	
Office Supplies (<i>not an inclusive list</i>):		
<input type="checkbox"/>	<ul style="list-style-type: none"> * Pens/pencils/highlighters * Pencil holder * Notebook/Padfolio * Sanitary phone wipes * Sticky notes * Calendar * Trashcan * Chair * Tape Dispenser * Stapler/Scissors * Paperclips 	
Field Equipment (<i>not an inclusive list</i>):		
<input type="checkbox"/>	For employees who won't be located in a traditional office space: <ul style="list-style-type: none"> * Keys to the GOV * Mobile Printer (copy paper/ink) * Mobile Phone Charger * Personal Protective Equipment (PPE) * Gloves * Waders * Field Glasses 	
<input type="checkbox"/>	Relevant documents, including maps, case files, organizational charts, phone lists, and a printout of your program's mission, values, and values, if applicable.	

Within the First 30 Days

WITHIN THE FIRST 30 DAYS:

During the first 30 days, you want to meet with your Supervisor or OPOC/Buddy several times to review the expectations of the Agency, their expectations, to discuss progress and to continue efforts toward integration into the Agency. [Here are some suggested topics.](#)

During this time, you should:

1. Discuss your initial experience and how it is matching their expectations
2. Discuss your concerns or issues
3. Discuss any issues related to system access (eAuth, Linc Pass, WebTA, Concur, AgLearn, etc.)
4. Review your progress toward initial goals
5. Create and discuss your performance plan/performance standards
6. Identify any additional training needed
7. Identify any upcoming opportunities to meet with key individuals
8. Answer any questions

Within the First 90 Days

WITHIN THE FIRST 90 DAYS:

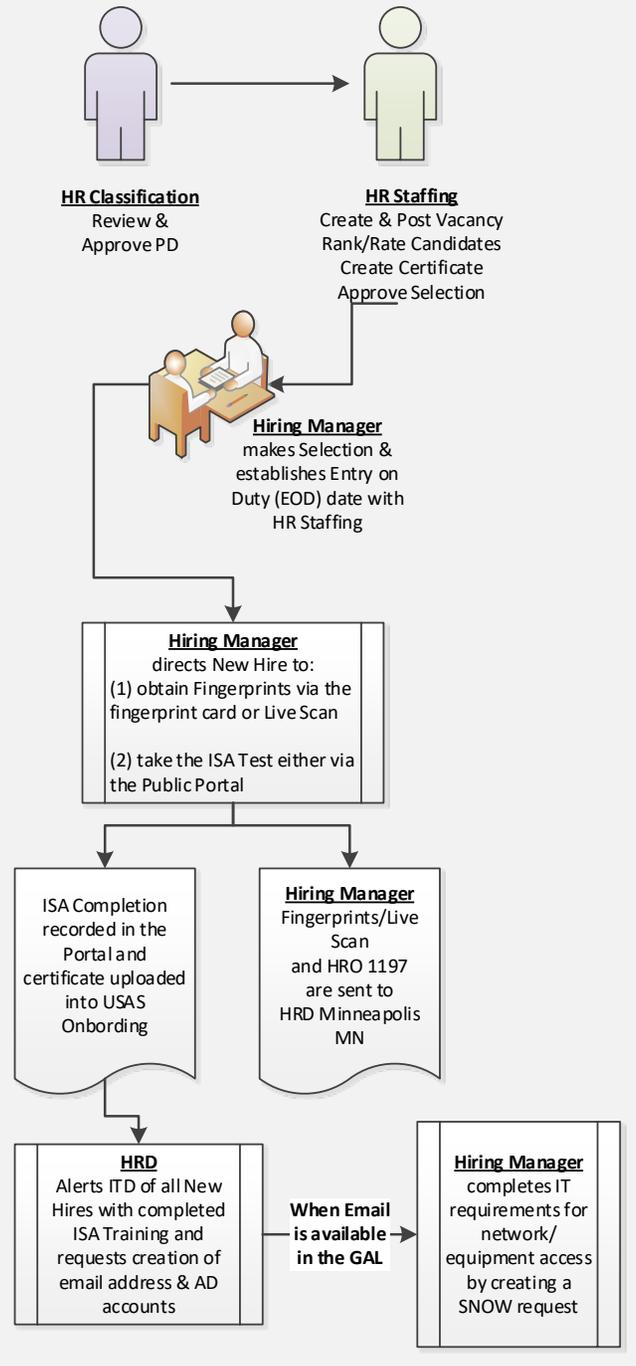
The goal is to provide guidance and feedback to ensure continued success and to make plans for their future with the Agency.

During the first 90 days, you will want to meet with your Supervisor several times to:

1. Discuss experiences and their alignment with his/her expectations
2. Review progress toward initial goals and adjust if necessary
3. Discuss any of his/her concerns or issues
4. Provide feedback on performance to date and solicit feedback from the employee
5. Answer any questions
6. Discuss the career planning philosophy at the Agency, Program and employee level
7. Discuss and approve Individual Development Plan (IDP)
8. Discuss and identify a Mentor

You will be contacted via email to participate in a New Hire Onboarding Survey. Please take the time to provide honest feedback about your experiences. You are not required to identify your name on this survey, but if you are experiencing any issues that Human Resources can help you to resolve, you'll need to provide us with some way to contact you.

Before Hire



After Hire

