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# New Employee Onboarding: Your Personal Checklist

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This onboarding checklist will help you, your Supervisor, and your Onboarding Point of Contact guide you through becoming a successful USDA team member. As you transition into the Agency, we aim to make you feel welcome and ensure you can engage with your supervisor and colleagues.

Onboarding for a new employee is a crucial yet often overlooked stage in the hiring process. Our checklist will help you to understand the steps in your onboarding process, define responsibilities for different team members as there are many people who will help you in your transition, and provide you with resources and people who can help you along the way.

- [Federal Employee Onboarding User Guide](#) (2.98 MB)
- [Your Personal Checklist](#) (576.01 KB)

- AMS Employees Only – [AMS Orientation and Training](#)

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