



National Park Service
U.S. Department of the Interior

Supervisor Checklist - New Employee Orientation Program (NEO)

Name of Supervisor:	
Name of Employee:	Employee Enter on Duty (EOD) Date:
Employee Position, Title, Pay Plan, Series, Grade:	

This document serves as a list of recommended activities to complete in order to equip your new employee with the tools and information needed to get started in their new position. This document contains both transactional items (i.e., forms to complete) as well as critical discussions to have with your new employee in order to provide a welcoming introduction to the National Park Service and your park or office.

While the NPS New Employee Orientation Program (NEO) has made a deliberate effort to capture the most critical new employee activities within this list, there may be local items not represented. This list is best used as a framework to guide and use in partnership with your local orientation and training activities. Visit the NEO website for access to all tools and resources for New Employees and their Managers or Supervisors: <http://inside.nps.gov/orientation>

***P = Permanent/Term employees only.** The Fundamentals program is limited to new permanent employees within their first two years of employment (EOD date). If there is space available, the program will consider those who are within their third year of permanent employment, are in Pathways Program, or are Term employees.

Note: This document is to be maintained in the supervisor’s employee file.

#	Topic	* P	Links and/or Contacts
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PART A: BEFORE YOUR EMPLOYEE’S FIRST DAY

1	<input type="checkbox"/>	Contact the employee – welcome them onboard, discuss logistics, identify special needs, and discuss what to expect on day one and within the first week. Remind them to bring in the OF-306, Affidavit paperwork and two forms of ID. Advise them to review pre-employment paperwork/instructions and to participate in the online NPS Overview training (previously known as Fundamentals I: NPS Mission and History).		NPS Overview training http://www.nps.gov/training/fundamentals/html/NPS_overview.html
2	<input type="checkbox"/>	Send the employee a packet about the park/office or work site to help them acclimate to the new work sooner (i.e., park brochures, area information, area map, etc.). Provide employee with the New Employee Checklist available on the NEO website.		New Employee Tool Kit http://www.nps.gov/aboutus/aboutus.htm
3	<input type="checkbox"/>	Complete employee New Employee Meet-and-Greet Card.		New Employee Tool Kit http://www.nps.gov/aboutus/toolkit.htm
4	<input type="checkbox"/>	Review the “Top 10 Things to do in the First 100 Days” Quality Onboarding Tips document to help you prepare for your employee’s arrival.		New Employee Tool Kit http://www.nps.gov/aboutus/toolkit.htm
5	<input type="checkbox"/>	Identify a peer to be a buddy for this first week to meet with the employee. Have lunch with them and show them around.		



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6	<input type="checkbox"/>	Determine employee's IT needs (computer access, phones, etc.). Identify which email groups, shared drives or SharePoint sites your new employee needs access to. Collaborate with IT to make arrangements.	Local IT Staff
7	<input type="checkbox"/>	Meet with your local staff and colleagues to inform (or email) them of incoming employee. Address logistics (i.e., responsibilities, office space, etc.) and how everyone can best welcome the new employee. Examples include a welcome sign or card signed by co-workers.	
8	<input type="checkbox"/>	Order and stock needed supplies including name plate.	
9	<input type="checkbox"/>	Ensure the new employee has a clean and organized desk or work space which includes appropriate supplies and equipment.	
10	<input type="checkbox"/>	Gather information to share with the employee. This should include: position description, performance standards, information in individual development plans, workplan, organizational charts, enabling legislation, division and park goals, and any Standard Operating Procedures (SOPs) that apply.	
11	<input type="checkbox"/>	Many parks and offices have agreements with unions to provide time for the union to make presentations during orientation sessions. Review your union contract to see what your obligations are regarding orientation. If applicable, contact your union representative to schedule this time.	Union Contract
12	<input type="checkbox"/>	Mark your calendar; plan to be present and available to guide your new employee on their first day. Mark your calendar for EPAP and probation period.	

PART B: ON YOUR EMPLOYEE'S FIRST DAY

13	<input type="checkbox"/>	Make sure the employee is sworn in and has signed all required entry on duty HR forms (e.g., OF-306, I-9, SF-61, etc.). All entry on duty forms (OF-306, I-9 and SF-61) must be scanned and returned to the SHRO. Please follow your SHRO's instructions and return the forms within 3 days of the employee's first day of employment.	SHRO / Park Point of Contact
14	<input type="checkbox"/>	Discuss ID cards purpose and use.	HSPD-12 administrator
15	<input type="checkbox"/>	Review safety, safety equipment, security, access (keys), and inclement weather procedures.	Safety Officer /Supervisor
16	<input type="checkbox"/>	Review commuting/parking information and fare subsidy, if applicable.	https://www.doi.gov/ofas/support_services/transportation_subsidy
17	<input type="checkbox"/>	Provide tour of office space, building facilities, amenities and identify where communal office equipment is located (fax machines, copier, etc.).	
18	<input type="checkbox"/>	Provide employee a copy of the Meet-and-Greet card, which includes their phone and fax number, and names and numbers within their chain of command.	New Employee Tool Kit http://www.nps.gov/aboutus/toolkit.htm
19	<input type="checkbox"/>	Provide employee with the New Employee Checklist and a link to the Onboarding Handbook, available on the NEO website, if they have yet to receive them.	New Employee Tool Kit http://www.nps.gov/aboutus/toolkit.htm
20	<input type="checkbox"/>	Introduce employee to senior management.	
21	<input type="checkbox"/>	Set aside time to meet with new employee to discuss their job, your management style, expectations, etc. Utilize the "Top 10 Things to do in the First 100 Days" Quality Onboarding Tips document as a framework.	New Employee Tool Kit http://www.nps.gov/aboutus/toolkit.htm
22	<input type="checkbox"/>	Provide the employee with a copy of their position description (PD).	



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23	<input type="checkbox"/>	Determine employee's work week and scheduled work hours.		
24	<input type="checkbox"/>	Introduce employee to their buddy for the week if you have assigned one.		
25	<input type="checkbox"/>	Review and share Standard Operating Procedures for the office, if applicable.		
26	<input type="checkbox"/>	Obtain emergency contact information from employee. Share any emergency notification systems in your area and how they will be notified in the event of a shut down.		
27	<input type="checkbox"/>	If part of bargaining unit, provide union contact info.		Union Contract
28	<input type="checkbox"/>	<p>Review the following Federal Government policies:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Prevention of Sexual Harassment <ul style="list-style-type: none"> • How to report • Other avenues for relief • Policies • Support <input type="checkbox"/> Zero Tolerance of Discrimination <input type="checkbox"/> Workplace Violence <input type="checkbox"/> Illegal Drug Use <input type="checkbox"/> Weingarten Notice (for employees covered by a bargaining unit agreement) <input type="checkbox"/> Employee Relations Policies including CorePlus <input type="checkbox"/> Whistleblower Protection <input type="checkbox"/> Ombuds Office <p>Discuss NPS and local uniform policy (DO/RM 43) and ensure the employee understands how to complete an order for new uniforms, if required. Discuss the importance, history, and symbolic nature of the uniform in the NPS.</p>		<p>EEO and Diversity Policies https://sites.google.com/a/nps.gov/employeecenter/relevancy-diversity-and-inclusion/policies</p> <p>Ethics https://sites.google.com/a/nps.gov/employeecenter/ethics</p> <p>Sexual Harassment Prevention https://sites.google.com/a/nps.gov/employeecenter/employee-support-options/sexual-harassment-prevention-1</p> <p>Other Policies https://sites.google.com/a/nps.gov/employeecenter/employee-center/nps-policies</p> <p>Ombuds Office https://sites.google.com/a/nps.gov/employeecenter/employee-support-options/ombuds</p> <p>Weingarten Notice Check your region for the latest.</p> <p>Park or Office Uniform Coordinator https://sites.google.com/a/nps.gov/uniform/home/uniform-program-contacts</p> <p>NPS Uniform System https://uniforms.vfimagewear.com/vfweb/uniforms/coms/index_lma.htm</p> <p>NPS Uniforms History</p>



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			https://www.nps.gov/parkhistory/online_books/workman1/vol1i.htm Reference Manual www.nps.gov/policy/DOrders/DORM43.doc
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PART C: WITHIN YOUR EMPLOYEE'S FIRST WEEK

29	<input type="checkbox"/>	Review building emergency response procedures.	Safety Office
30	<input type="checkbox"/>	Discuss call-in procedures in emergency situation.	
31	<input type="checkbox"/>	Review procedures to report injuries at work. Explain access to the Safety Management Information System (SMIS).	Safety Office https://www.smis.doi.gov
32	<input type="checkbox"/>	Discuss proper use of Government-Owned Vehicles. Provide examples of what is and is not acceptable when driving government vehicles, including government rental cars.	
33	<input type="checkbox"/>	Remind employee to enroll and/or pick up their ID badge.	
34	<input type="checkbox"/>	Provide general overview of NPS Performance Management System, position description, and introduce performance standards.	Performance Management https://sites.google.com/a/nps.gov/employeecenter/compensation-job-performance-1/performance-management
35	<input type="checkbox"/>	Discuss goals and mission of the work unit and the NPS. Discuss how the employee's position contributes to the mission.	
36	<input type="checkbox"/>	Review administrative policies for the office (i.e., requesting supplies).	
37	<input type="checkbox"/>	Review how to request trainings and how to apply using DOI Learn or an external Request for Training form (SF-182) which is located in DOI Learn. Remind staff that they have access to free Skillsoft Courses sponsored by the NPS.	DOI Learn http://www.doi.gov/doilearn DOI Learn SkillSoft
42	<input type="checkbox"/>	Ensure employee has completed application for DOI Purchase and/or Travel Card (if necessary) and associated training.	Credit Card Application https://sites.google.com/a/nps.gov/npsccprogram/
43	<input type="checkbox"/>	Confirm that employee has been added to email groups, SharePoint sites and shared drives that were identified earlier.	Local IT Staff
44	<input type="checkbox"/>	Confirm that the employee's name plate has been delivered.	
47	<input type="checkbox"/>	Discuss other mandatory and optional training opportunities and when to take them.	
48	<input type="checkbox"/>	Discuss availability of the Employee Assistance Program, should an employee need it, and provide contact info for EAP.	https://www.doi.gov/pmb/hr/eap
50	<input type="checkbox"/>	Check in with your employee at end of the week to discuss how their first week has gone, surprises, challenges, opportunities for improvement, preparing for the next week, etc.	



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PART D: WITHIN YOUR EMPLOYEE'S FIRST 30 DAYS

51	<input type="checkbox"/>	Review NPS and local Strategic Plan with your employee to explain where the park/office and Service are heading, strategies, and ways they contribute.		
52	<input type="checkbox"/>	Arrange for the employee to learn more about the park or office by reviewing the history of the park/site/office, and documents such as General Management Plans/Foundation documents and Management Policies. Take the employee on a tour of the park. Discuss how partners, concessions and nonprofit organizations help the NPS accomplish our mission.		
53	<input type="checkbox"/>	Ensure employee understands how to access Employee Express to print Leave and Earning Statements (LES) and has entered in emergency information. Make sure you have received a copy of the employee's emergency contact information. Employees should receive their Employee Express password and ID within 30 days of employment. Employees can request a Personal Identification Number (PIN) by calling 478-757-3030 or 1-888-353-9450. Upon receipt of the PIN, employees can change it to something easier for them to remember.		EmployeeExpress http://www.employeeexpress.gov
54	<input type="checkbox"/>	Meet with employee to provide further information on performance standards and develop Individual Development Plan (IDP). Discuss their eligibility for career ladder promotions and step increases in the future.		http://www.nps.gov/training/LD/html/idp.html
56	<input type="checkbox"/>	Review travel authorization and reimbursement procedures. If the employee's position requires travel for training or work, make sure they complete the training requirements for obtaining a credit card. Check with your administrative personnel to ensure that a Concur account has been established for your employee.		Concur https://cge.concursolutions.com/default2.asp
57	<input type="checkbox"/>	Review and discuss ethics rules with your employee and have them take the <i>Ethics and Awareness</i> online training.		SHRO/Ethics Website: https://sites.google.com/a/nps.gov/employeecenter/ethics
58	<input type="checkbox"/>	Ensure the employee has registered for the first Fundamentals residential course. <i>The Fundamentals program is limited to new permanent employees within their first two years of employment (EOD date). If there is space available, the program will consider those who are within their third year of permanent employment, are in Pathways, or are Term employees. Costs are covered by WASO L and D.</i>	* P	NPS Fundamentals https://sites.google.com/a/nps.gov/nps-fundamentals/home?pli=1
59	<input type="checkbox"/>	Check in with your employee at end of the first 30 days to discuss how things are going, surprises, challenges, opportunities for improvement, etc.		

PART E: WITHIN YOUR EMPLOYEE'S FIRST 60 DAYS

60	<input type="checkbox"/>	Ensure your employee has completed all necessary online training. Identify additional training needs.		
61	<input type="checkbox"/>	Check in with your employee at end of their first 60 days to discuss how things are going, surprises, challenges, and opportunities for improvement. If your new employee is in a probationary period, be sure to provide feedback and monitor probation period.		

PART F: WITHIN YOUR EMPLOYEE'S FIRST 90 DAYS

62	<input type="checkbox"/>			Safety Officer
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		Talk about safety and introduce employee to Operational Leadership. Enroll employee in an upcoming class.		Operational Leadership https://sites.google.com/a/nps.gov/nps-operational-leadership/
63	<input type="checkbox"/>	Make sure employee has completed all activities thus far on New Employee Checklist.		
64	<input type="checkbox"/>	Check in with your employee at end of their first 90 days to discuss how things are going, surprises, challenges, opportunities for improvement, keep track of probation period, etc. Provide feedback or opportunities for training, if needed.		

PART G: WITHIN YOUR EMPLOYEE'S FIRST YEAR

65	<input type="checkbox"/>	Give feedback often. Complete a mid-year and final performance appraisal. Make sure to request and include your employee's accomplishments for the year.		
66	<input type="checkbox"/>	Review their Individual Development Plan (IDP) and modify as necessary.		http://www.nps.gov/training/LD/html/idp.html