



Department of the Army

USAG-D Civilian



SUPERVISOR CHECKLIST—New Civilian Employee

NEW EMPLOYEE INFORMATION

Name: _____ Start Date: _____
Position: _____ Rater: _____
Assigned _____
Sponsor: _____ Rater's Rater: _____

WITHIN 3 DAYS OF FIRM ACCEPTANCE OF JOB

- Obtain firm start date from DHR Administration: _____
- Assign sponsor for new employee and explain sponsor responsibilities (e.g. checklist, welcome packet, timelines, etc.) .
- Notify DHR Admin/DAC Hiring Action Review Board of selected sponsor's name (if not already completed).
- Announce pending arrival of new employee to staff and senior leaders; send announcement email

AT LEAST 1 WEEK BEFORE START DATE OF EMPLOYMENT

- Identify needed training / administrative tasks for new employee's first 1-2 weeks
- Review work area and confirm an assigned workstation, desk, work bench, chair, computer, network, telephone, office supplies or other required tools and equipment
- Ensure sponsor meets and escorts new employee upon arrival. Pre-arrange alternate in case of sponsor's absence

WITHIN 1-29 DAYS AFTER ARRIVAL

- Receive/Review the completed and signed *Sponsor Checklist* from the appointed sponsor.
- Meet with new employee to discuss first day activities and introduce to the "Newcomer Engagement Committee"
- Provide Army Acculturation Handbook and/or website location
- Ensure technical assistance is available to help new employee set up computer and network resources

WITHIN 1-29 DAYS AFTER ARRIVAL—MEET NEW EMPLOYEE ABOUT POSITION DUTIES

- Try to personalize experience with something unique for the new employee – welcome note, name plate, etc
- Give introductions to department staff and key personnel (unless pre-arranged for sponsor to perform these introductions)

- Tour Facility, including:

Office / Desk / Work Station	Fax Machines	Parking
Copy Centers	Restrooms	Office Supplies
Printers Mail Rooms	Bulletin Boards	Tools / Equipment
Kitchen / Cafeteria / Break Areas	Authorized Work Areas	Coffee / Water / Vending Machines
Conference Rooms	Security Office	Emergency Exits and Procedures

- Review general administrative procedures:

Keys / Access Cards	Telephone Access Policy & Procedures
Telephone Alert Roster	Building and/or Computer Access Cards
Picture ID Badges	

- Initial performance counseling session: Review position description, work assignments, performance expectations, training & education requirements (e.g. CES Level 1 / SDC) and Individual Development Plan (IDP). Date: _____
- Discuss work schedule, hours, payroll, time cards (if applicable), labor accounting & leave / absence policies and procedures.
- Ensure that a senior leader (including rater and senior rater) welcomes new employee as soon as possible
- Provide new employee with overview of Organization and its mission
- Ensure new employee understands his/her role in support of the Organization and the Army missions
- Introduce new employee to the Army Values – Loyalty, Duty, Respect, Selfless Service, Honor, Integrity, Personal Courage
- Assist new employee to learn about military rank and insignia and titles of address for senior civilians
- Provide meaningful work - either training or substantive task assignments related to the new job and career program

WITHIN 1-29 DAYS AFTER ARRIVAL—POLICIES AND ADMINISTRATIVE PROCEDURES

- Ensure employee is issued DoD Common Access Card (CAC) as soon as SF50 is posted in DCPDS
- Ensure employee completes DoD Information Assurance (IA) Awareness Training (<https://ia.signal.army.mil/login.asp>)
- Ensure new employee's name is added to local directories, relevant email distribution lists and Share-Point site permissions
- Review key policies:

Time and Attendance Reporting	Diversity Awareness	Ethics / Joint Ethics Regulation
Family & Medical Leave Act (FMLA)	Leaves of Absence	Sexual Harassment / Assault
Vacation and Sick Leave	Holidays	Standards of Conduct
Overtime Performance Reviews	Appropriate Attire	Progressive Disciplinary Actions
Official Use of Govt. Property	Safety	Visitors / Security
Emergency Procedures	Confidentiality (sensitive material)	

- Review computer use policies:

Establish Email	Shared Drives	Outlook Address List Profile
Intranet / SharePoint	Databases	Microsoft Office
Internet Use	VPN / Mobile Phone	Other Software / Applications

- Review general administrative procedures:

Business Cards	Purchase Requests	Official Travel
Vehicle Registration	Organizational Policies	Shipping (FedEx, DHL, and UPS)
Govt. Travel Card	Mail (incoming/outgoing)	Military Driver Requirement
Conference Rooms	Severe Weather Procedures	

- Schedule Command / Organization Onboarding Briefings with Workforce Development/ACS:

--Work Unit Orientation --Army CPOL MyBiz --Army Career Tracker (ACT) --GoArmyEd

- Identify short / long term training requirements (CES, SDC, Career Program, AR 350-1 required training as well as organizational training, NAF/APF employees: IMCOM Academy Site Training Requirements: <https://www.mwr.army.mil/>, etc.)

- Arrange for employee to meet the Career Program representative DATE: _____

- Meet with new employee to review and finalize performance objectives, standards, and sign performance plan. Arrange for senior rater to meet with and counsel new employee DATE: _____

WITHIN FIRST 1-29 DAYS AFTER ARRIVAL CONT.

- Set development goals for IDP with employee in ACT DATE: _____ (GS Employees Only)
- Arrange for new employee to meet with Deputy Garrison Commander: Date _____ Time: _____
- Provide feedback to new employee about work assignments, training and seek feedback about job satisfaction to date

WITHIN FIRST 90 DAYS AFTER ARRIVAL (GIVE DHR COMPLETED CHECKLIST AT THIS POINT)

- Discuss what it means to be a part of the Army Profession according to Army Doctrine Reference Publication (ADRP)
- Provide training, as needed, to help new employee understand internal systems, general operating practices, and obtain other information or skills required in the performance of his/her job
- Coach, counsel, and give performance feedback early and often to new employee (Recommend once a month)
- Enroll new employee in Excellence (OPEX) Customer Service Training. Date/Time: _____
- Continue to talk with new employee about expectations, culture, and the Army Profession

WITHIN FIRST 180 DAYS AFTER ARRIVAL

- Ensure new employee is on track to complete Level-1 CES course and/or Supervisor Development Course (SDC) ; (NAF/APF Employee Comply with training specific to MWR Director)
- Conduct mid-point performance counseling. Meet with new employee for formal performance feedback, review of IDP and career goals. Arrange for senior rater to meet with and counsel new employee. DATE: _____
- Continue to provide and/or arrange coaching, counseling, and mentoring (Explore ACT for mentoring opportunities)

WITHIN FIRST YEAR AFTER ARRIVAL

- Encourage participation in training, webinar sessions, learning activities, and other outreach / developmental activities
- Ensure employee completes onboarding requirements, including CES training requirements and SDC (if required)
- Continue to meet regularly with new employee to review and revalidate performance and training plans and developmental goals. Discuss performance as an Army Professional and monitor progress in competence (knowledge, skills, abilities), character (ethical conduct and behavior) and commitment (to duty, mission accomplishment and Army Values)
- Complete annual performance appraisal. Meet with employee. Arrange for senior rater to meet with and counsel employee DATE: _____

HELPFUL LINKS

Forms and Resources:

U.S. Army Garrison Daegu Website <https://www.army.mil/Daegu>

Army Civilian Personnel Online (CPOL): <http://cpol.army.mil/>

Army Career Tracker (ACT): <https://actnow.army.mil/>

United States Force Korea <http://www.usfk.mil/>

GoArmyEd: <https://www.goarmyed.com/>

NAF Employees—<https://www.mwr.army.mil/>

Child and Youth Services Site: <https://daegu.armymwr.com>

Required Training:

Information Assurance Training: <https://ia.signal.army.mil/login.asp>

Joint Ethics Regulation: http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/

Excellence (OPEX) Customer Service Training. Date Completed: _____

Any additional organizational training requirements:

Supervisor Signature Completing First 90 Days of Arrival Requirements

Date

(Turn-in this checklist to DHR Administrative Support Staff after completing all actions up to **90 days of arrival** for record disposition/accountability. Continue to use a copy of this document for your record of actions through the first year of new employee assignment).

USAG-D Civilian Supervisory Checklist

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