

Enclosure 1: Joint Base Myer-Henderson Hall Onboarding Program Guide

Joint Base-Myer Henderson Hall Onboarding Program Guide

Phase 1 Sponsorship (Pre-arrival)	Phase 2 Arrival and Welcome (Day1)	Phase 3 In Processing (First 30 Days)	Phase 4 Orientation (First 30-180 Days)
<p>Supervisor</p> <ul style="list-style-type: none"> -Appoint sponsor* -Supervisor will make contact with new employee via phone or email -Send Supervisor Welcome Letter -Use Supervisor checklist -Ensure Sponsors use checklist <p>Sponsor</p> <ul style="list-style-type: none"> -Become familiarized with Supervisor Checklist and assist employee in completing -Make contact with the employee via email or phone -Coordinate arrival date and link-up location -Begin admin prep (IT Access, work area set up, etc.) 	<p>Supervisor</p> <ul style="list-style-type: none"> -Print Welcome Letter and provide to New Employee -Welcome new employee and orient them to expectations during their first few weeks with JBM-HH <p>Sponsor</p> <ul style="list-style-type: none"> -Meet new employee at pre-coordinated link up location/ escort to work area - Bring new employee to mandatory in-processing with DHR -Introduce new employee to their team -Follow the steps in the Onboarding Supervisor Checklist -Provide a tour of the office, building, and JBM-HH 	<p>Supervisor</p> <ul style="list-style-type: none"> -Facilitate in-processing and ensure new employee obtains all tools needed for the job -Provide initial counseling, review job description, and performance standards, discuss initial goals, and ensure employee creates an Individual Development Plan. -Ensure new employee gets familiarized with JBM-HH on-boarding resources -Introduce new employee to Staff element Senior Leaders <p>Sponsor</p> <ul style="list-style-type: none"> -Facilitate in-processing and ensure new employee obtains all tools needed for the job -Ensure employee in-processes with DHR, signed up Newcomer's Orientation, and Operational Excellence (OPEX) training -Assist the new employee as much as possible, and direct them to POCs as needed 	<p>Supervisor</p> <ul style="list-style-type: none"> -Orient new employee to specific nuances of Army, IMCOM, and their staff element -Help new employee understand IMCOM's culture, mission, values, and expectations -Confirm new employee attendance for New Comers Orientation, Newcomers Orientation, and registration for Operation Excellence Training and Civilian Education System -Monitor performance and provide feedback -Provide job related training -Ensure new employee registers for all mandatory trainings -Employee completes onboarding

*If a Sponsor is not assigned, the Supervisor is responsible for all of the activities outlined in Encl 1.