

New Hire Master Checklist to go over with Owners

| Timing | Action | Links | Owner | Date Completed | Owners Initials |
|---------------------|---|---|-----------------------------|----------------|-----------------|
| Before Arrival | Prepare office space and staff for new employee. Set up computer, phone, etc. | | Supervisor/ Office Level | | |
| Before Arrival | Ensure access to Active Directory, email, computers, etc. | | Office Level | | |
| Before Arrival | Ensure Access to Bureau Systems (FBMS, FPPS, Travel, Quicktime, etc.) as appropriate. | | Office Level | | |
| Before Arrival | Explain how, when, and where to get a Government Identification Card. | http://www.gsa.gov/portal/content/102803 | HR | | |
| 1 st Day | Administer the Oath of Office, as appropriate. | | HR | | |
| 1 st Day | Provide a spiral bound, color copy of the "Ethics Guide for Department of the Interior Employees" and a copy of the USGS Ethics Office of Contact and Specialization Chart. | https://www2.usgs.gov/quality_integrity/ethics/ | HR | | |
| 1 st Day | Provide a copy of the "Financial Guide for USGS Employees" and complete a USGS Form 9-1909 (Employee Financial Interests Certification). Form 9-1909 must be filed in the eOPF. | http://internal.usgs.gov/ops/hro/ethics/financial_guide.html | HR | | |
| 1 st Day | Provide instructions and help the employee complete appointment documents. | | HR | | |
| 1 st Day | Emphasize the necessity for timeliness, accuracy, and completeness of the appointment documents. | | HR/ Benefits | | |
| 1 st Day | Explain the nature and reasons for the appointment (permanent/term/temporary) | | HR | | |
| 1 st Day | Explain the probationary period, if appropriate | | HR | | |
| 1 st Day | Explain the right to elect benefits including the retirement system, and deadlines for elections. TSP. Provide appropriate website addresses. | | HR/ Benefits | | |
| 1 st Day | If employee is a transfer from another agency, employee must provide the servicing HR office with a copy of the last Leave and Earnings Statement from the losing agency so leave balances can be transferred. In addition, employee contacts the Benefits Counselor regarding FSA, LTC, TSP Loan(s). | | HR/ Employee | | |

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| 1 st Day | Discuss Employee Express | www.employeeexpress.gov | HR and/or Office Level | | |
| 1 st Day | Talk about Pay and Pay Periods/ Time and Attendance | https://www2.usgs.gov/humancapital/pb/documents/2016USGSNewEmployeeBenefitsOrientationHandout.pdf | HR and/or Office Level and/or Supervisor | | |
| 1 st Day | Leave – types and accumulation | https://www2.usgs.gov/humancapital/pb/paybenefitslinks.html | HR and/or Office Level | | |
| 1 st Day | Show employee the workplace, and his/her workstation and equipment. Introduce the new employee to key officials, fellow workers, and if applicable, to those whom the employee will supervise if they are a New hire Supervisor. | | Office Level | | |
| 1 st Day | Explain layout of building, facilities (elevators, stairways, emergency exits, evacuation routes, fire extinguishers, fire drills, etc.), information on parking areas and restrictions, and issue parking pass if required, building and office security. | | Office Level | | |
| 1 st Day | Discuss procedures like Emergency Phone tree, Smoking policy, and Inclement Weather policy as appropriate. | | Office Level | | |
| 1 st Day | Discuss Employee Assistance Program (EAP) or local counseling services, and employee organizations. | https://www.doi.gov/pmb/hr/eap http://www.usgs.gov/humancapital/pb/eapresources.html | Office Level | | |
| 1 st Day | Mail handling rules – show where mailboxes are located, process for incoming and outgoing snail mail, what an employee can and cannot mail and receive. | | Office Level | | |
| 1 st Day | Provide information about Health Unit, First Aid Facility, Physical Fitness Center, Credit Unions, Cafeteria and eating places, etc. | | Office Level | | |
| 1 st Day | Explain the role of the administrative office and the types of assistance available. | | Office Level | | |
| 1 st Day | Explain the confidential nature of work, if applicable. | | Supervisor | | |
| 1 st Day | Discuss advancement opportunities in the organization, if applicable. | | Supervisor | | |

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| 1 st Day | Establish the performance standards and Individual Development Plan (finalize within 60 days of entrance on duty). | | Supervisor | | |
| 1 st Day | Provide and explain the Position Description, job duties and expectations, etc. | | Supervisor | | |
| 1 st Day | If appropriate, provide labor-management relations information if required by a negotiated agreement. | | Supervisor and/or Union Representative | | |
| 1 st Day | Advise the employee of any office rules, policies, or practices and provide copies in writing, if available. | | Supervisor and/or Office Level | | |
| 1 st Day | Discuss alternative work schedules and complete form, if applicable. Discuss Teleworking if appropriate. | | Supervisor and/or Office Level | | |
| 1 st Day | Discuss the process for requesting leave. | | Supervisor and/or Office Level | | |
| 1 st Day | Explain the role of the HR Office and points-of-contact for Staffing, Employee Relations, Benefits, Facilities, OED, CADR, EAP, DEO, etc. across the USGS. | https://www2.usgs.gov/humancapital/ https://www2.usgs.gov/humancapital/a-zlist.html | Supervisor and/or Office Level | | |
| 1 st Day | Explain the training policy and the process to get an account in DOI LEARN and apply for courses. See What's New and Need to Know. | https://www2.usgs.gov/humancapital/ecd/ecd_trainingdoi.html | Supervisor and/or Office Level | | |
| 1 st Day | Point new hire to Orientation website as FYI. Note: Government list of acronyms is also on this link. | https://www2.usgs.gov/humancapital/ecd/orientationhome.html | Supervisor and/or Office Level | | |
| 1 st Day | Provide written safety policy, procedures, or booklet. Discuss safety policy to include safe working habits, worker's compensation, and accident reporting. | http://internal.usgs.gov/ops/safetynet/trainingrequirementsresources.html | Supervisor and/or Office Level | | |
| Within 1 st Week | Discuss Violence in the Workplace Policy. | https://www2.usgs.gov/humancapital/hr/violencehandbook.html | Supervisor and/or Office Level | | |
| Within 1 st Week | View DOILEARN "How-To-Tutorials" like: "New Federal Hires – Information" OR "How to Request an Account for External/Non DOI Users" | https://www2.usgs.gov/humancapital/ecd/doilearnhowto.html | Employee | | |

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| Within 1 st Week | Discuss USGS Intranet, Travel Regulations-Travel Software, IT Help Desk, Laptop policy, etc. | | Office Level | | |
| Within 30 Days | Discuss Government credit card and use policy, if applicable. | | Office Level | | |
| Within 30 Days | Discuss Government Vehicle use. Note: Must complete Defensive Driving Course to drive Government Vehicle. | | Office Level | | |
| Within 30 Days | View Mandatory Training website requirements for all employees. | https://www2.usgs.gov/humancapital/ecd/mandatorytraining.html | Employee | | |
| Within 45 Days | Complete the “Federal Information System Security Awareness Plus Records Management and Policy Act (FISSA+)” training after you receive a DOI LEARN account. | https://gm2.geolearning.com/geonext/doi/login.geo | Employee | | |
| Within 60 Days | Transportation Subsidy Program. Note: Mandatory course is in DOI LEARN. | | Office Level | | |
| Within 60 Days | Complete “Discrimination and Whistleblowing in the Workplace (No Fear)” training after you receive a DOI LEARN account. | | Employee | | |
| Within 90 Days | Complete initial training and certify accomplishment on a USGS Form 9-3113 (Initial Ethics Orientation for New USGS Employees). Form 9-3113 is uploaded into the employee’s eOPF. | | HR | | |
| Within 90 Days | View mandatory SAFETY Training website and complete safety training as applicable to position. | https://www2.usgs.gov/humancapital/ecd/ecd_mandatory_safety.html | Employee | | |
| Within 90 Days | New Hire “Supervisors” must complete mandatory training as applicable to position. See Supervisory Heading at this link. | https://www2.usgs.gov/humancapital/ecd/mandatorytraining.html | Supervisor | | |
| RETURN TO YOUR SERVICING PERSONNEL OFFICER AFTER COMPLETED (within 90 days) | | | | | |