



Eighth Army Supervisor Checklist



Employee Name:		Start Date:	
Position Title & PD #:		PP/Series/Grade:	
Contact Email:		Contact Phone Number:	
Dependents (Y/N):		Emergency Contact:	
Sponsor Name:		Sponsor Email:	
Supervisor Name:		Supervisor Email & DSN:	
Higher Level Reviewer (HLR) Name:		HLR Email & DSN:	

BETWEEN ACCEPTANCE OF TENTATIVE AND FIRM JOB OFFER

- Check the recruitment status and/or starting date with your Command HR Representative.
- Send welcome email.
- Assign sponsor for new employee; explain sponsor responsibilities (sponsor checklist, welcome packet, etc.)
 - **For additional resources and information, please visit the Directorate of Human Resources Management website at: <https://8tharmy.korea.army.mil/dhrm/>**

AT LEAST ONE WEEK BEFORE START DATE

- Announce via email pending arrival of new employee to staff and senior leaders.
- Confirm assigned work area, computer, telephone, office supplies or other needed equipment.
- Work with Information Systems Manager (ISM) to establish employee's email account.
- Work with Security Manager to ensure any appropriate paperwork is submitted.
- Check with Sponsor to ensure consistent communication with incoming employee.
- Identify required training and administrative tasks for employee's first 30 days.
- Develop DPMAP Elements

FIRST DAY

- Ensure Sponsor meets and escorts employee as needed.
- Ensure technical assistance is available for new employee computer set up and VPN.
- Personalize experience with something unique for new employee (i.e. welcome note, name plate, etc.)
- Introduce new employee to department staff and key personnel as well as conduct the tour and help familiarize employee with office administrative procedures.
- Tour Facility to include:

<ul style="list-style-type: none"> • Office/ Desk/ Workstation/ Printers • Mail Rooms • Authorized Work Areas • Conference Rooms • Office Supplies • Coffee/ Water/ Vending Machines 	<ul style="list-style-type: none"> • Restrooms • Bulletin Boards • Security Office • Parking • Tools/ Equipment • Emergency Exits and Procedures
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- Assist with general administrative procedures to include but not limited to:

<ul style="list-style-type: none"> • Keys/ Access Codes • Picture ID Badges • Building and/or Computer Access Cards 	<ul style="list-style-type: none"> • Telephone Alert Roster • Telephone Access Policy & Procedures • Computer and Email Access
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WITHIN FIRST WEEK- MEET WITH NEW EMPLOYEE

- Ensure employee is issued Common Access Card (CAC) once hiring action is posted in personnel system.
- Conduct initial performance counseling session:
 - Review positions description, work assignments, performance expectations, training, and education requirements such as Civilian Education System (CES)
- Discuss work schedule, hours, payroll, timecards, labor accounting and leave/absence policies and procedures.
- Provide employee with overview of Organization and its missions, ensuring new employee understands their role in support of the Organization and Army missions.
- Ensure that senior leader (including rater/ HLR) welcomes new employee as soon as possible.
- Assign meaningful work- either training or substantive assignments related to new job/career program. Debrief with employee after he/she attends initial meetings, attends training and begins work on initial assignment.
- Ensure employee completes Department of Defense (DoD) Information Assurance (IA) Awareness Training
- Ensure new employee's name is added to local directories, email distribution lists and SharePoint.
- Review key administrative policies such as:

• Time and Attendance Reporting	• Family & Medical Leave Act (FMLA)/ Leaves of Absence	• Vacation and Sick leave
• Overtime	• Official Use of Government Property	• Diverse Awareness
• Sexual Harassment/Assault	• Holidays	• Performance Reviews
• Appropriate Attire	• Safety	• Ethics/ Joint Ethics Regulation
• Standards of Conduct	• Progressive Disciplinary Actions	• Visitors/ Security
• Emergency Procedures	• Confidentiality (specific procedures to safeguard confidential/ sensitive material)	• Command Policy Letters

- Review computer use policies:

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

- Review general administrative procedures:

• Business cards	• Purchase requests	• Vehicle Registration
• Govt. Travel Card	• Conference Rooms	• Organizational Policies
• Official Travel	• Mail (incoming and outgoing)	• Shipping (FedEx, DHL, and USPS)
• Military Driver Requirement	• Defense Travel System	• Severe Weather Procedures

- Assist new employee in learning about military rank and insignia and titles of address for senior Civilians.
- Schedule Command and Organizational Onboarding Session to include Work Unit orientation, MyBiz, Army Career Tracker (ACT), ArmyIgnitED and Army Civilian Corps
- Meet with new employee to review and finalize performance objectives, and standards and sign performance plan in DPMAP.

- Set developmental goals for Individualized Development Plan (IDP) in ACT/
- Provide feedback to new employee about work assignments and training.
- Request feedback from employee on job satisfaction to date has been processed.
- Arrange for senior rater to meet with key partners from other departments.
- Ensure ALL mandatory training is completed.
- Ensure in-processing checklist is submitted to: 8aacculturationprogram@army.mil NLT 45 days from employee's start date.
- Ensure NEO Packet is completed and review any EEC responsibilities and gear with the employee.

WITHIN FIRST 90 DAYS

- Discuss what it means to be a part of the Army Profession and a member of the Army Civilian Corps.
- 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 their job.
- Coach, counsel, and provide monthly performance feedback to new employee.

WITHIN FIRST 180 DAYS

- Continue to talk with new employee about expectations, culture, and the Army Profession.
- Ensure employee is on track to complete appropriate training.
- Conduct progress review. Meet with employee for formal performance feedback, review of IDP, and career goals.
- Continue to provide and/or arrange coaching, counseling, and mentoring. (Explore ACT for mentoring opportunities.)

WITHIN FIRST YEAR

- Encourage participation in training, webinars, learning activities, and other outreach/ developmental activities.
- Ensure employee is on track to complete onboarding requirements, including all Army training.
- Continue to meet regularly with employee to review and revalidate performance, training plans and developmental goals.
- Complete annual performance appraisal. Meet with employee and arrange for HLR meeting.
- Celebrate successes and recognition of employee's contributions.
- Continue to look for opportunities to integrate your new employee with the work groups/teams, and into the organization.
- Encourage your new employee to share ideas for improving the operations, strategies, work, and/or culture of the organization.

HELPFUL RESOURCES

- ACT: <https://actnow.army.mil/>
- ArmyIgnitED: <https://www.armyignited.com/app/>
- Center for the Army Profession and Leadership (CAPL) at: <https://capl.army.mil/civilians.php>
- MyBiz: <https://compo.dcpds.cpms.osd.mil/>
- MyPay: <https://mypay.dfas.mil/mypay.aspx>
- Defense Travel Management Office: <https://www.travel.dod.mil/>
- Defense Finance Accounting Service (DFAS) Civilian Relocation Information: <https://www.dfas.mil/CivilianEmployees/Civilian-Permanent-Change-of-Station-PCS/>
- Cyber Security User Portal/IA Training: <https://cs.signal.army.mil/login.asp>
- CES and SDC enrollment: <https://www.atrs.army.mil/channels/chrtas/student/logon.aspx>

Please return completed checklist to: 8aacculturationprogram@army.mil