



VA Veteran Onboarding Program

Supervisor Checklist

This checklist contains the onboarding activities that will help the Veteran and Military Service Member employees' transition smoothly to employment at the Department of Veterans Affairs (VA). For more details, see the Supervisor Guide for Onboarding Veterans and Military Service Members on the *VA for Vets* website (VAforVets.VA.gov).

Directions: Complete each activity on this checklist. Place a check mark in the box provided next to the activity when completed.

Before the First Day

- Confirm with HR the new hire's start date, the orientation date, time and location.
- Assign an onsite sponsor.
- Review the sample [welcome messages](#) to new hire, onsite sponsor and staff to determine if they apply.
- Assemble job expectation materials for the new hire and plan the first week of work assignments.
- Provide the onsite sponsor with the [Point of Contact](#) list of key people the new hire should meet.
- Review the [Guided Conversation](#) agenda.
- Review the list of [VA Websites](#) and add any additional links to the template.
- Request computer and phone access for the new hire.
- Arrange for building pass, parking pass and IDs, as necessary.
- Explore the [VA for Vets](#) website.
- Ensure the workspace is set up with supplies, working phone, phone list and working computer.
- Schedule a time to meet with the new hire at the end of the first day.

Day 1

- Welcome the new hire.
- Consider having lunch with the new hire and the onsite sponsor and/or staff (optional).
- Meet with new hire at end of the day.
- Suggest a time to meet the new hire on day 2.





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Week 1

- Discuss overall job responsibilities, performance goals and expectations with the new employee.
- Review relevant organizational charts, policies and procedures.
- Introduce initial work assignments and discuss short-term performance expectations.

Month 1

- Check the completion status of the onboarding checklist for Veterans and Military Service Members and the onsite sponsor.
- Make sure the new hire understands the relationship between the job and the success of the organization.
- Provide a list of [VA Websites](#) to the new hire.
- Conduct a [Job Performance Expectation Meeting](#).
- Conduct a weekly [Check-in Meeting](#).

Months 2 and 3

- Provide the new hire with preliminary performance feedback.
- Discuss the performance goal-writing process with the new employee.
- Review [Planning for Your Success at VA](#) resource with the new hire.
- Discuss additional office or role-specific training requirements, if applicable.
- Check the completion status of the onboarding checklist for Veterans and Military Service Members.
- Conduct biweekly and a 90-day [Check-in Meeting](#).

Months 4 through 6

- Coordinate the development of the [IDP](#) with the new hire (recommended).
- Consider discussing career development opportunities and performance feedback.
- Make sure the new hire is familiar with any annual training or certification requirements for the VA position.
- Check the completion status of the Onboarding Checklist for Veterans and Military Service Members.
- Conduct 6-month [Check-in Meeting](#).
- Complete the onboarding program feedback form.

