



VA Veterans Onboarding Program

Onsite Sponsor Checklist

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

Directions: Complete each activity on this checklist.

Before the First Day

- Learn the correct pronunciation of the new hire's name.
- Ask your supervisor about sending a [welcome message](#) to the new hire.
- Review the Point of Contact list provided by the supervisor.
- Help the supervisor set-up the new office space, as requested.

Day 1

- Meet the new hire at the start of the first day.
- Escort the new employee to and from orientation; consider attending with him or her (optional).
- Have lunch with the new hire, coworkers and/or supervisor (optional).
- Tour the facility with the new hire.
- Introduce the new hire to colleagues on the Point of Contact list.
- Share the Onboarding Roles and Activities document with the new hire.
- Demonstrate how to locate the [Veterans and Military Service Members](#) onboarding materials for the new employee.
- Provide relevant contact information to the new employee, including how to reach the onsite sponsor, the supervisor and the HR professional.
- Provide information about the office phone and voicemail and technical support.

Week 1

- Encourage the new hire to review the onboarding website and to set up a [VA for Vets](#) account.
- Check with the new hire daily to answer any questions.

Month 1

- Check with the new hire weekly to answer any questions.
- Complete the onboarding program feedback form.