



VA Veterans Onboarding Program

Onsite Sponsor Fact Sheet

The VA Veterans Onboarding Program helps newly hired Veteran and Military Service Member employees to transition from military service to the federal civilian workforce. Your organizational expertise and friendly personality distinguish you as an onsite sponsor to help new hires feel welcome and comfortable during their first days at VA.

Prepare for Onboarding

Your supervisor will reach out to you with information about the new employee, including his or her name, start date and position. You should coordinate with your supervisor and begin planning the new hire's first-day activities in the weeks leading up to his or her arrival.

Develop a schedule for the new employee's first day, which should involve:

- Greeting him or her at the facility's entrance
- Introducing him or her to new colleagues
- Attending HR orientation
- Touring the VA facility

Send a welcome message to the new employee. Include instructions about:

- Transportation
- Parking
- Arrival time
- Facility access
- Contact information

Welcome the New Hire

Make the first impression a positive one by helping him or her feel at ease and being the go-to resource for any questions or concerns.

- Greet and welcome the new hire when he or she arrives.
- Introduce the new hire to your supervisor and colleagues.
- Escort the new employee to HR orientation.
- Consider inviting him or her to lunch.
- Provide your perspective on the organization's culture, mission, values and procedures.
- Serve as a resource to answer any questions or concerns during the first week.

Onboarding Beyond the First Day

Onboarding does not end after the first day. It is a process that continues until the employee is fully acclimated to VA and his or her new position. You are part of a critical network of support that will ensure the Veteran begins to build a long-term, meaningful VA career.

- **Check in** with the new employee periodically.
- **Offer** your ongoing support as he or she "learns the ropes."

Access the *VA for Vets* website for guides, checklists, letters and helpful tips at www.VAforVets.VA.gov/onboarding.