



VA Veterans 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.

Before the First Day

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| <input type="checkbox"/> Confirm with HR the new hire's start date, the orientation date, time and location. |
| <input type="checkbox"/> Assign an onsite sponsor. |
| <input type="checkbox"/> Review the sample welcome messages to New Hire , Onsite Sponsor and Staff to determine if applicable. |
| <input type="checkbox"/> Assemble job expectation materials for the new hire and plan the first week of work assignments. |
| <input type="checkbox"/> Provide the onsite sponsor with the Point of Contact list of key people the new hire should meet. |
| <input type="checkbox"/> Review the Guided Conversation agenda. |
| <input type="checkbox"/> Review the list of VA Websites and add any additional links to the template. |
| <input type="checkbox"/> Request computer and phone access for the new hire. |
| <input type="checkbox"/> Arrange for building pass, parking pass and IDs, as necessary. |
| <input type="checkbox"/> Explore the VA for Vets website. |
| <input type="checkbox"/> Ensure the workspace is set up with supplies, working phone, phone list and working computer. |
| <input type="checkbox"/> Schedule a time to meet with the new hire at the end of the first day. |

Day 1

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|--|
| <input type="checkbox"/> Welcome the new hire. |
| <input type="checkbox"/> Consider having lunch with the new hire and the onsite sponsor and/or staff (optional). |
| <input type="checkbox"/> Meet with new hire at end of the day. |
| <input type="checkbox"/> Suggest a time to meet the new hire on day 2. |



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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 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.