



VA Veterans Onboarding Program

Supervisor Fact Sheet

The VA Veterans Onboarding Program helps newly hired Veteran and Military Service Member employees transition from military service to the federal civilian workforce. As a supervisor, you can ensure that new hires have the skills and support they need to thrive at VA.

Prepare for Onboarding

Help the new hire feel welcome on the first day by preparing for his or her arrival.

- **Confirm** the employee's start date with the HR professional.
- **Assign** an onsite sponsor who is friendly and knowledgeable about VA. The onsite sponsor will help familiarize the new hire to VA during the first week.
- **Reach out** to the new hire by sending a customized welcome message.
- **Outline** assignments so that the new hire can begin acclimating to his or her new position and work load.

Welcome Your New Team Member

Make the first impression a positive one by welcoming the new hire to the team on his or her start date.

- **Welcome** the new hire and consider having lunch with him or her.
- **Meet** with the new employee at the end of the day to touch base. Provide an overview of the organization's culture and encourage the new hire to ask questions.

Set Realistic Expectations

During the new hire's first week, outline upcoming projects and explain how he or she can contribute.

- **Discuss** overall job responsibilities and expectations. Review the organization's hierarchy, mission, policies and procedures.
- **Introduce** initial work assignments and deadlines. Give the employee opportunities to demonstrate his or her skills and abilities as soon as possible.

Establish Measures of Success

Fostering a supportive environment for the new hire during first few months of employment will enable you to provide clear direction and help the employee build a long-term, meaningful career at VA.

- **Check** progress and periodically provide performance feedback.
- **Suggest** career development opportunities and training requirements.
- **Present** the performance appraisal process and help the new employee develop his or her individual development plan (IDP).
- **Schedule** a six-month performance review meeting. Offer formal comments on his or her professional successes and make suggestions for improvement.

Remember that onboarding does not end after the first day but is a continuing process until the employee is fully acclimated to VA.

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