



VA Veterans Onboarding Program

Veteran and Military Service Member Checklist

This checklist contains the onboarding activities that will help you transition to employment at the Department of Veterans Affairs (VA). For more details, see the VA Veterans Onboarding Program page on the *VA for Vets* website (VAforVets.VA.gov).

Directions: Complete each activity on this checklist.

Day 1

- Meet the onsite sponsor.
- Attend orientation.
- Take a tour of the facility with the onsite sponsor.
- Meet supervisor and coworkers.
- Review the Onboarding Roles and Activities resource with the onsite sponsor.
- Access the onboarding materials for [Veterans and Military Service Members](#) with the onsite sponsor.
- Request contact information from onsite sponsor, supervisor and HR professional.
- Check that phone and computer are working.
- Confirm what time to meet your supervisor on day 2.

Week 1

- Review information about the office phone and voicemail and technical support with onsite sponsor.
- Review the [VA Veterans Onboarding](#) program website and set up your [VA for Vets](#) account.
- Discuss overall job responsibilities and performance expectations with your supervisor.
- Review relevant organizational charts, policies and procedures with your supervisor.
- Select a mentor through the [Veteran As Mentors](#) (VAMs) Program.

Month 1

- Submit your completed benefit forms to HR.
- Use the [VA Websites](#) list for on the job learning.
- Meet with the veteran mentor to discuss and sign the [Confidentiality Agreement](#).





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Months 2 and 3

- Discuss preliminary performance feedback with the supervisor.
- Review the [Planning for Success at VA](#) resource with the supervisor.
- Take additional office or role-specific training, as directed.

Months 4 through 6

- Review [MyCareer@VA](#) for more information about career planning and Individual Development Plans (IDPs).
- Work with supervisor to prepare an [IDP](#).
- Take additional office or role-specific training, as directed.
- Attend 6-month Check-in Meeting with supervisor.
- Complete VAMs [Closure Form](#).
- Complete the onboarding program feedback form.

