



OFFICE OF TRUST SERVICES PATHWAYS INTERNSHIP PROGRAM

7/25/17

HOST SUPERVISOR ORIENTATION CHECKLIST

This checklist is adapted from the Office of Personnel Management New Employee Checklist. This is designed to help you plan for a new employee (student intern) arrival. Once your student starts, you can work together to complete the checklist. Keep in mind - this checklist is a template. Please customize to fit your needs.

Student Name	Host Supervisor Name	Date
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Pre-Arrival

Engage Early

- Contact (preferably by telephone) your new employee after Central Office has confirmed the work assignment start date. Determine what your new employee needs to know to become productive as quickly as possible**

Set-up Resources

- Identify and prepare employee's work area**
- Order/set-up computer workstation**
- Order office supplies and put in work area**
- Identify which offices, conference rooms, spaces for which access is required**
- Send email to BIA HelpDesk biahelpdesk@bia.gov for workstation set-up and to re-set/activate employee BIA email account access**

Involve the Team

- Send email to staff introducing new employee**
- Identify employee mentor ("buddy")**

First Day

- Explain the work of your unit, the employee's role, and working relationships**
 - Review organizational chart
 - Describe the organization and its functions
 - Explain levels of supervision in the unit
 - Explain to whom the employee reports and who, if anyone, reports to the employee
 - Have the current job description available for discussion
 - Explain the employee's position in the unit and describe the relation of his/her work to that of others in the unit
 - Explain how the employee's job duties relate to the unit's mission, the agency's mission, and the work of other agency organization
- Describe the facility layout/conduct a tour**
 - Work areas
 - Restrooms/water fountains/water cooler/kitchen areas
 - Cafeteria, snack bar(s), break rooms, vending machines
 - Health unit
 - Security
 - Location of copiers and fax machines and passwords, printers, etc.
 - Office supply areas
 - Restaurants and local amenities (e.g., ATM, post office, pharmacy)
- Review information technology (IT) procedures**
 - Network access
 - Intranet and IT use policy



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First Day (continued)

- Review physical security/emergency procedures**
 - Ensure employee has ID badge
 - Provide office keys/codes
 - Ensure access to all necessary rooms
 - Emergency evacuation/dismissal procedures
 - Inclement weather policies/procedures
 - Discuss procedures for reporting potential hazards and actions to be taken if injured or if someone is hurt
- Individual Development Plan**
 - Discuss Individual goals and objectives and specific plan development tasks and training requirements
- Job Duties and Assignments**
 - Identify appropriate assignments the employee can start immediately
 - Discuss specific duties and responsibilities of the job
 - Explain quality and quantity requirements
 - Provide learning aids and resources (e.g., work samples, forms, manuals, Standard Operating Procedures (SOPs), access to shared directories, etc.)
 - Indicate whom to contact for help when needed
- Review HR/Administrative Policies and Procedures**
 - Work schedules/core work hours (AWS)
 - Office coverage
 - Overtime/compensatory time policies
 - Telework policy
 - Alternative work schedules
 - Lunch/break periods
 - Timekeeping/work reporting procedures
 - Procedures for requesting leave and reporting illness/emergencies
 - Deadlines for submitting T&As
 - Responsibilities regarding personally identifiable information (PII)
- Explain time and attendance policies and procedures**
- Review travel information/policies and procedures**
 - Travel reimbursement procedures
 - Travel credit card (as applicable)

After First Week and Ongoing

- Provide feedback on the new employee's performance and also solicit feedback from the employee to gauge whether the job experience meets what was expected**
- Solicit informal feedback from peers who have been working with the new employee**
- Continue to look for opportunities to integrate your new employee with the work groups/teams, and into the organization as a whole**
- Encourage your new employee to share ideas for improving the operations, strategies, work, and/or culture of the organization**

Before Student Returns to School

- Complete Student Intern Evaluation Form on the new employee's performance and also solicit feedback to gauge whether the job experience meets what was expected**