



Orientation Master Activity Plan (M.A.P.) Employee Version

This M.A.P. is designed to assist you with the orientation process which begins before your start date and continues for one year. Your manager may assign a G.U.I.D.E. Mentor to you during your first six months. You and your G.U.I.D.E. Mentor will work together to ensure a smooth orientation experience. Your Direct Supervisor may add additional activities not listed on this M.A.P. that are relevant to your job.

1 Jumpstart

BEFORE DAY ONE

Communications

- Stay in close contact with your Recruiter and Hiring Manager

Logistics

- Complete and return all new hire documents sent to you prior to your start date
- Gather your I9 identification to present on your first day

Training/Orientation

- Review your NSF Benefits package
- Review the information on the **New Employee Portal**

2 Connect

DAY ONE

Introductions

- Meet with your manager
- Get introduced to your G.U.I.D.E. Mentor (if applicable)
- Meet other department staff members

Logistics

- Meet with HR Representative to complete I-9 documentation (if applicable)
- Obtain NSF email address, username and password from your manager
- Log into the NSF network on your computer and change your NSF password

Tours

- Tour your assigned workspace (obtain keys for office door/cabinets as needed)
- Tour areas of building that you will frequent (i.e. supply room, break rooms, copy room, etc.)

Training/Orientation

- Review M.A.P. with your manager, including role-specific training
- Review HR Portal
- Begin New Employee Orientation (online training, see "Access New Employee Orientation Courses" link on the Jumpstart Portal)
- Begin Department Orientation/Training

WEEK ONE

Review Policies / Procedures

- Review work schedule, pay schedule and overtime policy (if applicable) with your manager
- Discuss procedures for scheduling time off and unexpected absences
- Review appropriate attire for workplace or lab
- Review department specific policies (phone, e-mail, meetings, etc.)

Logistics

- Enroll in your benefits (see *Set Your Compass* module in *N.E.O. online training*)
- Review time card entry process (see *N.E.O. online training*)
- Review expense report creation process (if applicable - see *N.E.O. online training*)
- Sign up for Building Tour (Ann Arbor employees - go to **HR Portal > New Employee Orientation**)

Training/Orientation

- Review position description
- Review organizational chart and key staff
- Obtain a list of key contacts
- Meet other staff and senior leaders
- Reserve 1-2 hours for employee to complete *N.E.O. online training*
- Continue with Department Orientation/Training
- Explore other NSF resources and benefits (i.e. Intranet, HR Portal, Give a Wow)

MONTH ONE

Logistics

- Enroll in iPay, ADP's electronic system (go to **NSF Intranet > HR Portal > Payroll** to download instructions)
- Complete 30-day Check-in Survey (survey link emailed from HR)

Manage Your Performance

- Discuss Performance Management Process and establish objectives for upcoming year
- Enter performance objectives into Oracle (see *N.E.O. online training*)
- Discuss individual work styles and preferences with your manager

Training/Orientation

- Complete *N.E.O. online training*
- Continue to meet regularly with your G.U.I.D.E. Mentor
- Receive department-specific training on applications that you will be using for your job

3 Align

Month 3

- Review M.A.P. and make adjustments based on discussions with your manager
- Review progress on your objectives with your manager
- Continue to check-in regularly with your G.U.I.D.E. Mentor
- Complete 90-day Check-in Survey (survey link emailed from HR)

Month 6

- Review progress on your objectives with your manager
- Meet with your manager for a Stay Interview
- Request further training to build competencies and fill any skill gaps

Year One

- Review objectives with your manager
- Complete Self-Appraisal
- Meet with your manager for your Annual Performance Review discussion
- Create objectives and development plan for the next year

M.A.P. Legend

- Give A Wow:** Employee recognition website
- New Employee Portal:** Pre-employment website
- N.E.O.:** New Employee Orientation

