



Orientation Master Activity Plan (M.A.P.) Hiring Manager Version

This M.A.P. is designed to assist the Direct Supervisor with the new employee's orientation process which begins before an employee's start date and continues for one year. It is recommended that a G.U.I.D.E. Mentor be assigned to assist the new employee during the first six months of the orientation process. The Director Supervisor and G.U.I.D.E. Mentor work together to ensure a successful orientation experience for the employee. The Direct Supervisor may add additional activities that are relevant to the new employee's area. Internal transfer employees may omit items that are not applicable.

1 Jumpstart

BEFORE DAY ONE

Communications

- Contact new employee to welcome him/her and answer questions DS
- Notify department of the new hire and what his/her role will be DS

Logistics

- Coordinate with Facilities to ensure workspace is identified DS/GM
- Prepare work space DS
- Verify you have received Network Username and Password from IT DS
- Complete and submit Cell Phone Agreement (if applicable) DS
- Complete and submit Credit Card Agreement (if applicable) DS

Prepare for Training

- Assign a G.U.I.D.E Mentor and notify Corporate Learning and Development DS
- Identify role-specific training DS/GM

2 Connect

DAY ONE

Introductions

- Introduce employee to G.U.I.D.E. Mentor (if applicable) DS
- Introduce employee to department staff members DS/GM

Logistics

- Complete I-9 documentation (arrange with HR if HR Rep is onsite) DS
- Provide NSF email address, username and password to employee DS
- Assist employee with logging into NSF network DS/GM

Tours

- Tour employee's assigned workspace (provide keys for office door/cabinets as needed) DS
- Tour areas of building that employee will frequent (i.e. supply room, break rooms, copy room, etc.) DS/GM

Training/Orientation

- Review M.A.P. with employee, including role-specific training DS
- Reserve 1-2 hours for employee to complete N.E.O. online training DS
- Department Orientation/Training DS

WEEK ONE

Review Policies / Procedures

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

Training/Orientation

- Review position description DS
- Review organizational chart and key staff DS
- Provide a list of key contacts DS/GM
- Introduce employee to other staff and senior leaders DS/GM
- Reserve 1-2 hours for employee to complete N.E.O. online training DS
- Department Orientation/Training DS/GM

Check-In

- Gather feedback about the employee's orientation experience DS/GM
- Verify employee has resources needed (computer, phone, systems access, software, supplies, etc.) DS/GM
- Review M.A.P. to ensure employee is on track with completing required new hire training DS/GM
- Discuss and review other NSF resources and benefits (Intranet, Apps Portal, Give a Wow, etc.) DS/GM

MONTH ONE

Manage Performance

- Discuss Performance Management Process and establish objectives for upcoming year DS
- Assist employee in entering performance objectives into Oracle DS

Training/Orientation

- Review M.A.P. to ensure employee has completed required training DS
- Schedule meetings with employee to meet with "Key Players" (people they will interact with regularly in their role) DS/GM
- Obtain access and provide department specific training on applications that will be utilized by employee DS/GM

3 Align

Month 3

- Review M.A.P. and make adjustments based on observation and mentor input DS
- Review objectives with employee and provide feedback on progress DS
- Continue to check-in regularly with employee to ensure he/she is acclimating to NSF DS

Month 6

- Review objectives with employee and provide feedback on progress DS
- Conduct Stay Interview and return completed interview form to NSF Training mailbox (Stay Interview form emailed from HR) DS
- Identify additional training resources for skill development DS

Year One

- Review objectives with employee DS
- Conduct Annual Performance Review DS
- Create Development Plan in conjunction with employee DS

M.A.P. Legend

DS: Direct Supervisor
GM: Guide Mentor
Give A Wow: Employee recognition website
N.E.O.: New Employee Orientation



Employee Name: _____

Hire Date: _____