

What Is Onboarding?

Onboarding is the process of acclimating and welcoming new employees into an organization and providing them with the tools, resources, and knowledge to become successful and productive.

While orientation prepares someone for their first day of work, onboarding is a broader, more long-term process that helps new employees acclimate smoothly, so that they become an engaged part of our team at USDA.

Onboarding starts before the employee begins and often lasts through the first year of employment.

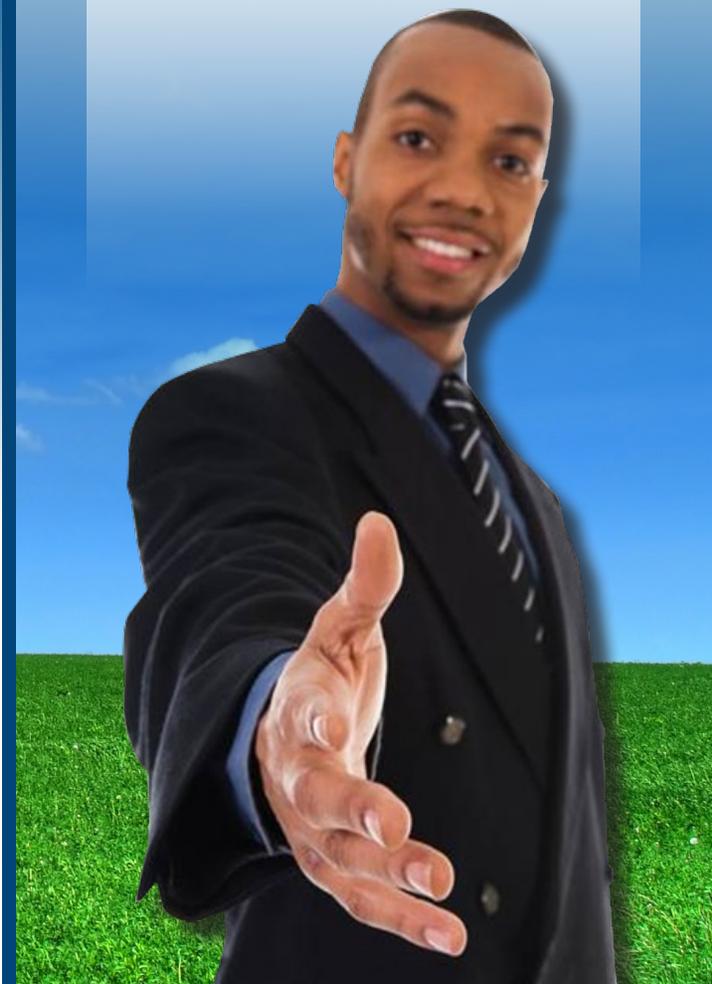
Open up to learn more about onboarding and your critical role as a supervisor in this very important process...



www.usda.gov
www.dm.usda.gov/OBP



Onboarding Program



Helping new employees feel welcome, included, and engaged to become highly productive and successful.

Why Is Onboarding Important?

Successful, productive employees are engaged employees. According to the Gallup Research Group:

- ▶ **Employee engagement is the number one factor in workplace productivity.**

And the best way to successfully engage employees is through a meaningful onboarding process. Onboarding ensures that new employees feel welcome, informed, prepared, and supported.

Onboarding helps new employees feel engaged as part of the team. This increases employee success, satisfaction, and retention, which allows USDA to continue to meet its goals and fulfill its mission.

And it all starts with onboarding. That's why it's so important.

YOU Are The Critical Link

Here's another statistic from Gallup:

- ▶ **The number one factor in employee engagement is the relationship with their boss.**

That's you! And onboarding is the most effective way to get that relationship off to a good start and to maintain it throughout the employee's tenure.



You are the most influential person in the onboarding process. It is your responsibility to welcome your new employees and introduce them to USA's culture and values.

New employees arrive excited. Your job is to channel that energy toward success by helping them become readily acclimated within USDA. Your onboarding role, which begins before their first day and lasts through their first year, is crucial. The more effective and engaged *you* are, the more effective and engaged your employee will be.

You are the critical link in this process, and we have many tools and resources to help you be successful.

What We Expect Of You

1. Read the Supervisor's Guide, use the Onboarding Checklist, and take the on-line Supervisor's Onboarding Training Program. See Tools & Resources.
2. Familiarize yourself with all the employment and onboarding resources USDA offers our new employees. See Tools & Resources.
3. If there are specific training or orientation sessions for new employees, in-person or on-line, make sure they participate.
4. Part of making your new employee feel welcome is providing them with all the tools they need to be productive on their very first day, so be sure to consult with IT, HR, and any other offices to make sure the employee has a desk, computer, phone, e-mail, and any other tools to do their job. This is the nuts and bolts of their work; make sure they can hit the ground running.
5. Make yourself available to the new employee as much as possible.

Tools & Resources

▶ **Supervisor's Guide** - This on-line guide offers step-by-step instructions to help you accomplish a successful onboarding program for your new employees. By following the guide, you will be able to create an engaging and effective experience, a stronger bond, and a short path to productivity and success for both of you:

<http://www.dm.usda.gov/OBP/OBPSSponsor.htm>

▶ **Onboarding Checklist** - This handy, on-line, one-page checklist outlines everything you need for your successful onboarding program, including what to do prior to the employee's first day of work, what to do at orientation, and what to do through their first 90 days:

<http://www.dm.usda.gov/OBP/OBPSSponsor.htm>

▶ **New Employee Onboarding Portal** - This portal was designed specifically for our new employees and YOU, the supervisor. It offers a treasure trove of helpful information for everything they need to know about USDA. Employment forms can be downloaded before they arrive for their first day, which can ease some of their "first day" nervousness. The site also provides on-line training, maps, directories, and more. Please visit the site and explore the wealth of information organized to assist your new employees . . . and you!

<http://www.dm.usda.gov/OBP/OBPIndex.htm>

▶ **Employee Welcome Brochure** - This handy guide welcomes new employees and introduces them to all that employment at USDA offers, plus offers links to resources. Please read this brochure and familiarize yourself with the contents.

▶ **Sponsor's Guide** - Like supervisors, sponsors play a critical role in onboarding. Sponsors are peers who partner with an employee during their first year to offer advice, encouragement, and guidance. Sponsors help promote the skills and professional development of the new employee and help them become more engaged. USDA offers an on-line Sponsor's Guide to help in this role:

<http://www.dm.usda.gov/OBP/OBPSSponsor.htm>