

DOE On-Boarding

One-Year Passport to Success



What is On-boarding?

Orientation

- Transactional focus and goals
- Less than one week
- Executed by HR Office
- Address new employee needs
- Completed paperwork



On-boarding

- Strategic focus and goals
- Starts before first day through first year
- Supervisor & Senior Leadership involvement
- Integrate multiple offices, functions and individuals
- Address employee needs
- Maximizes employee engagement and retention

On-boarding Program Goals

- Build and sustain high-performance culture by accelerating time for new employee to become productive
- Create learning opportunities that allow new employees to successfully integrate into their new DOE organization
- Provide employees with the tools and resources to effectively contribute to the mission



What Top Companies Do?



Less than 5% of new hires leave during their first year

Strong recruitment efforts

Hi productivity

High customer satisfaction

Spend more than 16 hours orienting new hires

Goes beyond awareness

Creates understanding

Provides meaning to their work

Over 75% of new hires participate in formal onboarding

Consistent experience for all levels and all departments

A common message gets communicated

Exposure to the right things gets accomplished

Structure a variety of experiences for new hires

Keeps new hire engaged

Exposure to what's really important

Accelerated productivity

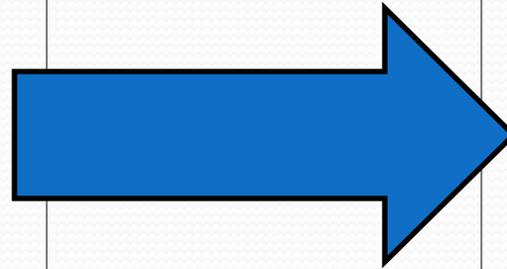
Top performing companies make on-boarding **FUN!!!**

From Orientation to On-boarding

Presentation
("Data Dump")



One Day



Learning
(Engagement)



One Year

DOE On-boarding Framework

Pre-Boarding: Preparation for First Day

Orientation: Day 1

Assimilation: First Week

Getting Settled: First 30 Days

Adjustment & Performance: First 90 Days

Critical Engagement: First Six Months

Total Engagement: First Year

SUCCESS

First Week

Day 1

Day 2

Day 3

Day 4

ORIENTATION

ASSIMILATION

- Sign-in
- Welcome
- DOE On-boarding Program
- DOE at a Glance
 - History
 - Mission
 - Strategy
- Oath of Office
- Networking
- Tour of Building
- Ethics
- Union Overview
- Security Briefing & Badging

- Family-Friendly Workplace
 - Benefits Forms
 - Annual & Sick Leave
 - SEET
 - Flexible Schedules
 - Telework
- Health & Safety

- CHRIS Basics
- Essential Programs
 - Sustainability
 - Records Management
 - Privacy
 - Substance Abuse Testing

- We're Here for You
 - Wellness
 - EAP
 - OCPR
 - Ombudsman

On-boarding



What's Changed

- Steven Head, Program Manager & NEO Facilitator
- Shift from presentation focus to learning focus
- NEO package materials have been updated
- Welcome from Melvin Williams, Associate Deputy Secretary added
- Reinstated Forrestal facility tour
- Changed the room set-up



What's Planned

- *Passport to Success*
- Video welcome from Secretary Chu
- Re-design NEO—from one day to one week
- Tour of Germantown facility



QUESTIONS



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