

# New Employee Checklist

## The USGS - Science for a Changing World

Today, the USGS is tackling some of the world's greatest scientific challenges. Based out of science centers and satellite locations, USGS scientists are scattered throughout the 50 states and territories. Researchers collect and interpret data from thousands of sampling sites, conduct hundreds of research projects and utilize extensive remote sensing capabilities. Out of that work, complex science becomes understandable, invaluable knowledge for the public and critical to decision making.

### Introduction

As part of the new employee onboarding process, this checklist was created to assist you through your first few days, weeks and months as a new employee with the USGS. Using this checklist and accessing the helpful websites in this document will assist you through the entire orientation process. Visit the New Employee Information page on the intranet site to download the USGS Employee Handbook and obtain other helpful resources and information regarding your orientation and employment with USGS.

## Human Resources and Entrance on Duty Paperwork

As a USGS employee, you will be supported by a Servicing Human Resources Office (SHRO). Your designated SHRO is available to assist you with HR activities such as employee relations, benefits, recruiting, classification, compensation, etc. [askhro@usgs.gov](mailto:askhro@usgs.gov)

Reston Human Resources Office - Phone: 703-648-7470

Sacramento Human Resources Office - Phone: 916-278-9384

Denver Human Resources Office - Phone: 303-236-9568

## Key Websites

### US Geological Survey

[usgs.gov](http://usgs.gov)

### @theCore

[internal.usgs.gov](http://internal.usgs.gov)

### New Employee Information Website

<https://goo.gl/gs8rQs>

### IT Helpdesk

[itsupport.usgs.gov](http://itsupport.usgs.gov)

### Quicktime (time and attendance)

<https://goo.gl/GzYQJa>

### Human Capital Services and Support

[usgs.gov/humancapital/](http://usgs.gov/humancapital/)

### DOI Learn (Training)

[doi.gov/doilearn](http://doi.gov/doilearn)

# How to use this checklist

This document provides a list of activities for you to complete with corresponding timelines. While many of the items listed below are transactional (i.e., completing a form), most involve important discussions with your supervisor in order to equip you with the foundational knowledge of the USGS mission, history, culture, and organization. Use this document in partnership with your supervisor to ensure you receive all of the necessary beneficial tools and information.

## Your First Day

- ❑ Complete and return Entrance on Duty forms supplied by your SHRO including:
  - Appointment Affidavit, SF-61
  - Declaration of Appointee, OF-306
  - Employment Eligibility Verification, Form I-9
- ❑ Meet your supervisor and the rest of your department.
- ❑ Take a tour of the building with your supervisor, or other colleague to find out where communal office equipment is located. Also review security and safety procedures for the building.
- ❑ Take the Federal Information Systems Security Awareness training to obtain a network user ID, password and email access.

## Your First Week


- ❑ Schedule time with your supervisor:
  - Discuss your specific work schedule, lunch breaks, and hours of operation.
  - Review inclement weather procedures. Sign up for emergency notifications, if available.
  - Review pay and leave policies and understand how to request leave, overtime, compensatory time, and credit hours.
  - Review and discuss position description and performance standards with your supervisor.
  - Discuss how to report injuries at work and the Office of Workers Compensation.
- ❑ Schedule an appointment to pick up your Department of Interior identification and building access card. Talk to your supervisor about the purpose and use of these cards.
- ❑ Work with your supervisor and IT Department to determine IT equipment and needs.
- ❑ Review the following Federal Government policies and Programs:
  - Employee Assistance Program (EAP)
  - Prevention of Sexual Harassment
  - Zero Tolerance of Discrimination
  - Workplace Violence
  - Illegal Drug Use
  - Employee Relations Policies including CorePlus
  - Whistleblower Protection

# Your First Year

Congratulations, you've made it through your first week! Use this checklist as a reference for forms to complete and important conversations to have, ensuring you're on your way to a fulfilling career at the USGS.

## Your First Month

- ❑ Review your electronic Official Personnel Folder (eOPF).
- ❑ Sign into Employee Express:
  - Review your first Leave and Earnings Statement (LES).
  - Add your Emergency Contact information.
  - Review the site and see what other changes to your benefits and allotments you can make.
  - You should receive your password and username in the mail about 3-4 weeks after your first day on the job.
- ❑ Review the Federal holiday schedule.
- ❑ Login to DOI Learn. You will receive an email with login instructions.
- ❑ Complete the DOI purchase/travel credit card application and take required training, if applicable.
- ❑ Talk with your supervisor about your eligibility for career ladder promotions, step increases and Telework in the future.
- ❑ Talk with your supervisor about your role and performance expectations. Work with your supervisor to develop an Individual Development Plan (IDP) <https://goo.gl/UCdtzN>.
- ❑ Review the goals and mission of your work unit and the USGS by reading strategic plans, business plans, management policies, etc. Discuss with your supervisor how your work contributes to the local and USGS mission.
- ❑ Review the mandatory training sidebar. Check with your supervisor to see which are applicable to your position and timeframes for completion.

 **Meet with your supervisor at the end of your first 30 days. Discuss how your first week went, any surprises; challenges, and how to prepare for the next week.**



## Mandatory Training

### For All Employees

- ❑ Cyber Awareness Challenge (FISSA)
- ❑ DOI Rules of Behavior
- ❑ IMT: Privacy Act, Records Management, and Controlled Unclassified Information (CUI) Awareness Training
- ❑ Scientific Integrity
- ❑ Discrimination and Whistleblowing in the Workplace (No FEAR Act)
- ❑ Prohibited Personnel Practices and Whistleblower (PPP) Training
- ❑ Ethics Orientation Training

### Some Employees, based on need

- ❑ Telework Fundamentals - Employee Training
- ❑ Defensive Driving
- ❑ Transit Benefit Integrity Training
- ❑ Charge Card Users
- ❑ Contracting Officer (CO)
- ❑ Contracting Officer's Representative (COR)
- ❑ Role Based IT Security Training (RBST)
- ❑ Role Based Privacy Training (RBPT)
- ❑ Federal Acquisition Certification for Program and Project Managers (FAC P/PM)

## Your First 60 Days

- ❑ Benefits with a 60-day deadline for enrollment:
  - Health Insurance (FEHB)
  - Dental and Vision (FEDVIP)
  - Life Insurance (FEGLI and SAMBA)
  - Flexible Spending Account (FSA)
  - Long-Term Care Elections
- ❑ Access the Thrift Savings Plan (TSP) website with the pin information you received in the mail.
- ❑ Meet with your supervisor at the end of your first 60 days to discuss progress, any surprises, challenges, areas for improvement, etc.

## Your First 90 Days

- ❑ Meet with your supervisor at the end of your first 90 days to discuss how things are going, any surprises, challenges, areas for improvement, etc.

## Your First Year

- ❑ Provide your supervisor with your accomplishments for the fiscal year. The fiscal year ends on Sept. 30th of each year.
- ❑ The annual Health Insurance Open Season takes place from mid-November to mid-December. It provides you the opportunity to make changes in your Health, Dental, and Vision each year using Employee Express. You must re-enroll in the Flexible Spending Account (FSA) each year.
- ❑ The end of the year is a good time to review your Thrift Savings Plan (TSP) contribution elections. Go on the TSP website to make any adjustments to your contributions.

## Mandatory Training (cont.)

### Additional Training for New Supervisors

- ❑ Managing for Diversity - 4 hours annually, FY
- ❑ EEO for Supervisors/Managers
- ❑ Supervisory Training
- ❑ Civil Treatment for Leaders
- ❑ Veteran Employment Training for Hiring Managers
- ❑ Veteran Employment Training for Human Resource Professionals
- ❑ Uniformed Services Employment and Re employment Rights Act (USERRA)
- ❑ Telework Fundamentals - Manager Training

### Some Supervisors, based on need

- ❑ Charge Card Approving Officials