Delivering a High Touch / High Tech Employee Orientation Experience...

Employee Orientation components include:
★ Employee Orientation website
★ Sponsor for each new / transferring employee.
★ Online checklist builder for employees, supervisors, sponsors, functions, and organizations.
★ Online forms
★ Online Employee Orientation calendar
★ Online Surveys
★ Workforce Transformation Tracking System (WTTS) online system for tracking basic data on new / transferring/ detailed employees.
★ Orientation Email Notification System and Email box with automated notices
★ Tours and management receptions: onsite and virtual
★ Training: online, onsite, and/or classroom
★ Videos & Computer Based Training provided through eTraining
★ Initial Individual Development Plan (IDP) and Curriculum provided through eTraining
★ Integrated Orientation support from mission and mission support areas, Centers, organizations, safety / health, information technology, facilities, training, human resources, benefits, etc.
★ Employee Orientation Manager at each center
★ OPM Entry on Duty System (EODS)

How you can help...

Your continuous participation is critical to the success of the NASA Employee Orientation process.

★ Managers and Supervisors should actively participate in the employee orientation process by...
  • Monitoring your new employees’ progress through the orientation. (Checklists are available on the website)
  • Participating in or sponsoring employee orientation events, tours, and training
  • Implementing policies, processes, and practices to support the orientation process.
★ Employees should participate in the orientation process by serving as sponsors; assisting new employees within your organization; participating in employee orientation events, tours, and training; and recommending improvements to the employee orientation process.

For More Information...

For more information about the NASA Employee Orientation program or to provide your input and recommendations please visit our website at:

www.employeeorientation.nasa.gov


Office of Human Capital Management
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Mission Success
Safety
Teamwork
Integrity

One Team
One Journey
One NASA

How you can help...

For More Information...
Remember your first days on the job? Those initial experiences went a long way in determining how quickly you became an effective, fully contributing member of our workforce.

Now, it’s your turn to ensure that your new employee’s first days on the job provide a successful launch to their career. It is critically important that you provide them with the foundation tools, resources, and organizational perspective that ensure their rapid inclusion within our workforce and our NASA culture. Your role in orientation is to...

★ Embed a clear message that Mission Success, Safety, Teamwork, and Integrity are what we value.

★ Embed a clear understanding of NASA, our goals, and our responsibility to our Nation’s future.

★ Ensure that they are familiar with their job, their organization, your performance expectations, and their developmental goals.

★ Ensure that they have the opportunities, the challenges, and the direction to launch a satisfying and productive NASA career.

1. When the job offer is made, contact your new employee to answer any questions or concerns.

2. Assign a sponsor from within your organization. If possible, the assigned sponsor should come from a similar background (age, occupation). The sponsor is your new employee’s new “best friend” and is responsible for helping the employee get settled into the organization and the local area. Sponsor’s Guide is on the website.

3. Ensure that your employee has the contact information for you, the sponsor, the relocation specialist, the benefits specialist, and the HR Specialist.

4. Identify your employee’s office right away and ensure that it is prepared for their first day with: a phone, computer, furniture, user ID and password, Welcome Kit, and Welcome Letter. If possible have emails waiting in their inbox along with items on their calendar.

5. If possible, be available their first day to welcome them into your organization. Introduce them to their management chain and other key personnel.

6. During the first week, discuss their position, your performance expectations, their individual development plan, and their work assignments.

7. Get them involved in meetings, projects, tours, and organization activities—right away. Ensure that they understand how their work fits into NASA’s mission.

8. For the first month or so, schedule periodic meetings to ensure that they are being taken care of and that they have what they need to do their job and to jump start a great NASA career.