

NASA/Langley Research Center (LaRC)

New Employee Orientation Synopsis

The NASA/Langley Research Center Employee Orientation Program is the process of transitioning a new hire or transferring employee into a fully functioning member of our workforce.

The LaRC Employee Orientation consists of the following:

- NASA Employee Orientation** online system to facilitate the completion of required forms, review of policies and plans and timeline for completion of EOP activities of Agency and Center topics.

- Sponsor** for each transferring and new employee to provide assistance in learning about the Center culture and activities.

- First Day Activities**, which include badging, submission of completed forms and oath issuance.

- Integrated Support Process** (e.g. HR, Benefits, Security, IT, Facilities, Logistics, and Legal) to ensure enabling tools are in place from day one.

- Training** (i.e. online, onsite and/or classroom).

- Center Director's Welcome Event**

- **Tours**

In addition, the Employee Orientation website (employeeorientation.nasa.gov) is a portal to information on LaRC and the community.