Reclamation Manual

Directives and Standards

BUREAU OF RECLAMATION ORIENTATION CHECKLIST
Sponsor
(Complete and return to local Human Resources Office)

Name: _____
Supervisor: _____
Entrance on Duty Date: _____
Organizational Unit: _____
Title, Series, Grade: _____

SPONSOR

Pre-Arrival Activities

_____ Initial Contact Made

_____ Inquire about Arrival Date/Travel Arrangements

_____ Provide New Employee with your Pertinent Information

_____ Obtain Information about New Employee (and Family)

_____ Write Initial Sponsor Letter

_____ Maintain Frequent Contact with New Employee During Final Week Prior to Arrival

_____ Make Arrangements to Meet New Employee Upon His/Her Arrival

Arrival Activities

_____ Personally Meet New Employee (and Family)

_____ Discuss In Processing Requirements

_____ Introduce New Employee to Coworkers

_____ Share Informal Rules With New Employee

_____ Provide Office Directories

_____ Demonstrate How to Use Telephone System and Other Office Equipment

_____ Ensure That Employee Knows How to Fill Out Time and Attendance Record

Post-Arrival Activities

_____ Visit New Employee at His/Her Job Location

_____ Continue to Lend Support and Friendship if Needed

I AGREE THAT ALL OF THE ABOVE ITEMS HAVE BEEN COMPLETED AND/OR DISCUSSED:

_____ _____
Sponsor Signature **Date**