

Supervisors' Onboarding Checklist

Phase 4: The First 90 Days

Item : 1. Review

- ☐ a. Review Federal Government Benefits
Ensure that the new hire is aware what benefits are available to her/him, make the timelines for benefit election clear, and provide access to additional resources as necessary. Provide time for New Hire to research and explore benefits options.
- ☐ b. Review the New Hire's SF-50
Once initial SF-50 has been processed, provide it to the New Hire and explain what it means regarding their position.

Item : 2. Individual Development Plan (IDP)

- ☐ a. Assist New Hire in building an Individual Development Plan (IDP)
Review HQMC training options. Discuss career development plans. Provide guidance for New Hires as they draft their first IDP.

Item : 3. Career and Benefits Management

- ☐ a. Introduce MyPay and MyBiz
After the initial SF-50 has been processed, New Hire's record will be in the system and they will be able to access/manage their information through MyPay and MyBiz. Introduce them to these resources and explain how they can be used.
- ☐ b. Introduce Total Workforce Management System (TWMS)
TWMS will allow the New Hire to view important information regarding their personnel record. Introduce New Hire to TWMS so that they can access this information when necessary.