

# FDA'S ONBOARDING CHECKLIST

1. Before Joining the FDA (Pre-Start Date)		
Category	√ when completed	Activities
<i>Tentative Offer Letter</i>		You will receive a tentative offer letter, after you have accepted your position with the FDA. This is just a tentative offer. Please delay any notice to your current employer until you receive a final offer.
<i>Pre-Hire Paperwork</i>		Visit the on-line induction for new hires <b>Web site, <a href="#">Onboarding Manager</a></b> , to complete and print out all required forms for Orientation
<i>Background Investigation</i>		Electronic Questionnaires for Investigations Processing (e-QIP) <ul style="list-style-type: none"> <li>• Receive an email notification with the <a href="#">e-QIP Web site</a> link and instructions to complete the e-QIP</li> <li>• Complete and submit e-QIP</li> <li>• Send e-QIP original signature page within 7 days of completion of the form to your appropriate personnel security specialist</li> </ul>
<i>Offer Letter</i>		You will receive your offer letter, after your security clearance. Please review your information.
<i>Information Technology Security</i>		Complete the Online Security Awareness Course within 14 days of employment. <a href="#">Click Link To Take Training</a> The password to take the training is <b>Welcome1!</b>
<i>Center/Office</i>		Complete any Center/Office specific activities if applicable.
<i>Pre-Onboarding webinar</i>		This webinar is to assist you with the following: parking on campus, arrival time, security check points, new hire forms, orientation location, and etc. The webinar is held the week prior to you boarding.
2. First Week with the FDA		
Category	√ when completed	Activities
<i>Orientation</i>		Attend FDA New Employee Orientation – Day 1 <b>(Maryland/DC/Virginia New Hires)</b>
		Attend FDA New Employee Orientation – Day 2 <b>(Field New Hires)</b>
<i>Badging</i>		Pick up your badge from Personnel Security once your fingerprints have been successfully processed
<i>Your Work Environment</i>		Receive office space within the first week
		Receive a tour of your assigned work area and office
		Introduce yourself and begin to network with your peers, management and leadership
<i>Policies &amp; Procedures</i>		Visit the Integrated Time and Attendance System ( <b>ITAS</b> ) Web page to review the time, attendance and leave policies and procedures
<i>Your Job</i>		Meet with your manager to learn of your role and responsibilities and receive job related training/resources/tools that are needed in your role
<i>Safety &amp; Health</i>		Connect with your Center/Office's Safety Officer to learn of specific safety and health requirements for your Center/Office, building and job
		Learn your building's emergency evacuation plan
		Understand the accident reporting process at <a href="#">Accident/Incident Reporting System and Recordkeeping</a>
		Review and participate in required training for your office, building and job
3. First Month with the FDA		
Category	√ when completed	Activities

# FDA'S ONBOARDING CHECKLIST

Information Technology		Receive your computer; get it configured, set up email and other applicable features
		Visit the <a href="#">FDA Wide Applications</a> Web page to learn about the Agency's applications
Location and contact information		Go to <a href="http://inside.fda.gov">http://inside.fda.gov</a> and click on the [edit my info] link
		Check your location data for accuracy, if corrections need to be made follow the instructions at the bottom of the page
		Review and update your contact information
Your Job		Meet with your manager to discuss the performance and evaluation process and initiate your Performance Management Appraisal Plan (PMAP)
Pay		Receive your myPay password and Personal Identification Number (PIN) in your government email box from Defense Finance and Accounting Services (DFAS)
		Visit <a href="#">myPAY</a> to review your pay information including rate of pay, payroll calendar and Leave and Earnings Statement
Diversity & Equity		Review policy statements on equal opportunity, non-harassment, and diversity at <a href="#">Equal Employment Opportunity Policy</a> Complete the mandatory Online <a href="#">EEO/No FEAR Act Training</a>
Travel		Review FDA's official travel policies and guidelines at <a href="#">FDA's Official Policy and Guidance</a> (if applicable)
		Contact your Center/Office's Federal Agency Travel Administrator (FATA) to obtain your Travel Card Application Form (if applicable)
		Visit <a href="#">E-Travel</a> to learn about the Federal Government's travel system to for travel authorization, reservation, and claims voucher processing (if applicable)
Ethics		Ethics compliance for new employees <a href="#">FDA Ethics Website</a> .
		Please call the Ethics Advice Hotline (240) 402-1111 or email <a href="mailto:FDAethics_Advice@fda.hhs.gov">FDAethics_Advice@fda.hhs.gov</a> to address your questions.
Benefits		Life Insurance: Visit <a href="#">Life Insurance Web site</a> to review your Life Insurance coverage and options
eOPF		Receive your Electronic Official Personnel Folder (eOPF) logon ID and start-up instructions within 3 to 4 weeks
		Review the <a href="#">eOPF Reference Guide</a>
ERIC		Visit the <a href="#">Employee Resource and Information Center</a> Web page (ERIC) to learn about the organization's services and how to submit a request for administrative or information technology services
Contact Information		Review and update your contact information via the "Edit my info" link on <a href="#">Inside_FDA</a>
PMAP		Please establish your Performance Management Appraisal Program with your supervisor within the first <b>30 days</b> of your Entrance on Duty Date. <a href="#">PMAP Tool Guide</a>
Center/Office		Complete any Center/Office specific activities if applicable
<b>4. First Two Months with the FDA</b>		
<b>Category</b>	<b>√ when completed</b>	<b>Activities</b>
Your Benefits		Federal Health Benefits <input type="checkbox"/> Visit <a href="#">OPM Health Benefits Web site</a> to review your Federal Health Benefit Plans

# FDA'S ONBOARDING CHECKLIST

		<p>Dental and Vision Benefits</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit <a href="#">Dental &amp; Vision Web site</a> to review the dental and vision plans, features and options</li> <li><input type="checkbox"/> If you would like to participate in the dental and vision plan, complete electronic enrollment on the Web site</li> </ul>
		<p>Flexible Spending Account (FSA)</p> <p>Visit <a href="#">FSA Web site</a> to review your flexible spending account features and options</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you would like to participate in the FSA program, complete electronic enrollment on the Web site</li> </ul>
		<p>Long-Term Care:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit <a href="#">Long-Term Care Web site</a> to review the Long-Term Care program, features and options</li> <li><input type="checkbox"/> If you would like to participate in the Long-Term Care Program, access the Web site to enroll online or download required forms</li> </ul>
		<p>Federal Employment Retirement System (FERS)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit the <a href="#">FERS Web site</a> to review your retirement information and services</li> <li><input type="checkbox"/> Complete Standard Form SF3102 to designate your FERS beneficiaries</li> </ul>
		<p>Thrift Savings Plan (TSP)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit the <a href="#">TSP Web site</a> to review the TSP features and options</li> <li><input type="checkbox"/> If you would like to participate in the TSP, complete the TSP-1 Form to start/change your contribution amounts</li> <li><input type="checkbox"/> Receive your TSP PIN from Thrift Board to allow you to review your account balances and change allocations</li> </ul>
		<p>Transportation &amp; Transhare</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Visit the <a href="#">Transportation / Transhare Website</a> to review the FDA's transportation options.</li> </ul>
<i>Center/Office</i>		Complete any Center/Office specific activities if applicable
<b>5. After 60 Days and Throughout Your First Year with the FDA</b>		
<b>Category</b>	<b>√ when completed</b>	<b>Activities</b>
<i>Your Job</i>		Meet with your Manager as needed to assess your progress on your annual performance goals and seek advice on resolving issues related to your work
<i>Your Work Environment</i>		Get connected to special interest and <a href="#">affinity groups</a> that are aligned with your personal and professional interests and goals
<i>Training &amp; Development</i>		Undertake training courses including online classes to develop new skills and capabilities
<i>Training &amp; Development</i>		Meet with your Manager to discuss professional development opportunities, identify training and educational opportunities and create an Individual Development Plan (IDP), (if applicable)
<i>Center/Office</i>		Complete any Center/Office specific activities if applicable