



New Hire Guide for (Team) Management

DRIVING THE TEAM FORWARD

**JANUARY
20XX**

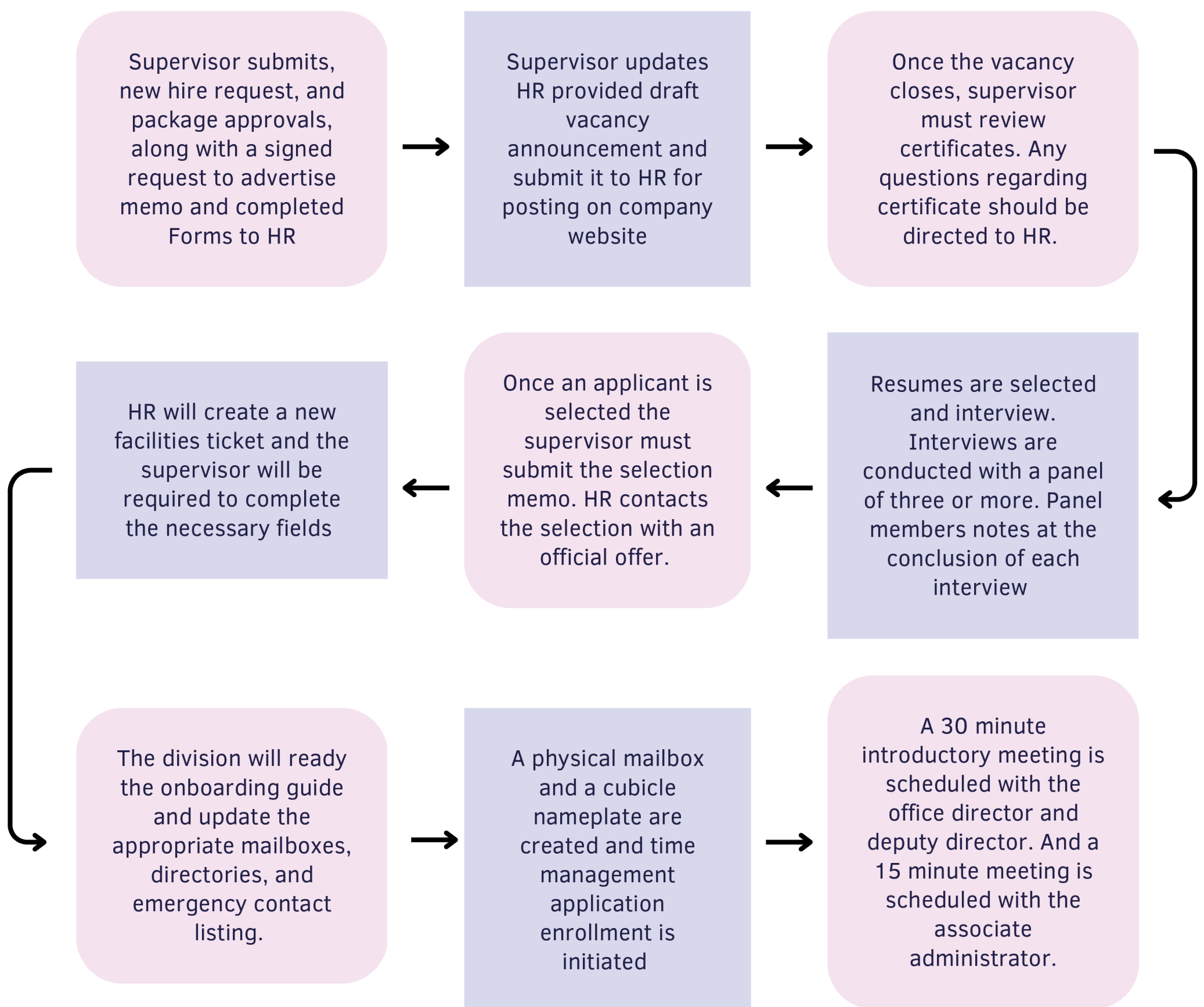
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Presented To
MANAGEMENT TEAM

Onboarding

Overview of the Onboarding Process

See the corresponding pages for more details about each step in the process





- New-hire requests & package approvals are coordinated with HR POC. Supervisor obtains approvals from Office Manager/Assistant Manager. Supervisor submits the following to HR:
 - Signed “Request a Personnel Action” Memo (Template)

Requirements to Request a Personnel Action

	External Recruit	Internal Recruit	Direct Hire	SES Recruit	Detail	Reassignment	Promotion	Resignation/ Retirement	Other (e.g., Name Change, Change in Work Schedule)
Classified PD & OF-8*	X	X	X	X		X	X		
KSAs	X	X	X						
Questions	X	X							
Justification Memo	X	X	X	X		X	N/A		
Statement of Duties									
Performance Standards in place	X	X	X	X		X	X		
Crediting Plan				X					
Recruitment Plan				X					
Completed Sign-Out Sheet								X	
Paper SF-52				X	X			X	
Resume						X			

*Please work with staffing to obtain a classified PD prior to submitting the paperwork.



Request for Human Resources Action

Initiator's Name: Phone Number:

Action Requested:

☐ Reassignment ☐ Promotion ☐ Detail ☐ Internal Recruit
☐ External Recruit ☐ ☐ Direct Hire ☐ Other:

Title: Grade/Series:

Organizational Code for Action Requested:

Position Description on File: ☐ YES or ☐ NO PD NUMBER:
(If Known)

select

one: ☐ Trust Fund CAN Number ☐

Date Date

CFO
(signature - recruitment)

Approved ☐
Disapproved ☐

Executive Director
(signature - recruitment)

Executive Director
(signature - selection)

CFO
(signature - selection)

Once personnel action is assigned, HR will contact you.

Area below line for HR use only.

PC Number:

	Assigned	Classification	Staffing	Processing	Completion
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notes:



Completed XX-X with applicable Position Description

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.	
2. Reason for Submission <input type="checkbox"/> Redescription <input type="checkbox"/> New <input type="checkbox"/> Reestablishment <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs <input type="checkbox"/> Field		4. Employing Office Location		5. Duty Station		6. OPM Certification No.			
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input type="checkbox"/> Employment and Financial Interest		9. Subject to IA Action <input type="checkbox"/> Yes <input type="checkbox"/> No					
		10. Position Status <input type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1-Non-Sensitive <input type="checkbox"/> 3-Critical <input type="checkbox"/> 2-Noncritical Sensitive <input type="checkbox"/> 4-Special Sensitive		13. Competitive Level Code			
15. Classified/Graded by		Official Title of Position				Pay Plan	Occupational Code	Grade	Initials	Date	
a. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review											
d. First Level Review											
e. Recommended by Supervisor or Initiating Office											
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment						c. Third Subdivision					
a. First Subdivision						d. Fourth Subdivision					
b. Second Subdivision						e. Fifth Subdivision					
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that						this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature			Date			Signature			Date		
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards apply directly, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position					
Typed Name and Title of Official Taking Action											
Signature			Date			Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.					
23. Position Review		Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)											
b. Supervisor											
c. Classifier											
24. Remarks											
25. Description of Major Duties and Responsibilities (See Attached)											



- HR supplies supervisor with draft vacancy announcement. Supervisor reviews & updates, as appropriate.
- HR obtains budget approval from the CFO. HR then posts vacancy announcement to Company Website.
 - If Supervisor wishes announcement to post on other outlets (e.g. LinkedIn or similar), contact Division's Administrative Officer, when announcement is first posted, with directions.
- Once the vacancy closes, Supervisor reviews certificates in Job Board. There may be multiple certificates to review. Any questions regarding your certificates should be directed to your HR specialist. For references view the information in internal shared document repository.
 - Important- Note the closing date on the certificates. Most are open for 30-days. Should you need more time to review applicants & interview, request an extension from your HR specialist.
- Once resumes are selected for applicants the supervisor wishes to interview, forward resume PDFs to Divisions Administrative Officer. The Administrative Officer will schedule interviews with applicants and provide the supervisor with a draft list of interview questions. A list of standardized interview questions can be found in the Division's shared documents folder on the document repository.
- Important- Please note that additional questions should be included to address specific qualifications based on the position description.



- Before interviews begin, the supervisor must assemble an interview panel consisting of at least 3 members (including the hiring supervisor). The hiring supervisor finalizes the interview questions, provides the finalized list of questions to the panel, and specifies the questions assigned to each member.
- During the interviews, the assigned questions must be asked to each candidate by the designated panel member. Panel members should record answers and any pertinent notes.
- If a writing sample or other documentation is requested of the applicant, coordinate through the Division's Administrative Officer.
- Once an interview concludes, panel members discuss the applicant and review the recorded answers from their notes.
- Typically, the person who will be making the final hiring decision checks the top candidates' references. Alternatively, a human resources (HR) specialist may check references. For assistance with this process refer to The Guide for Reference Checking.
- The hiring supervisor reviews feedback from panel members, their own notes, and selects an applicant.
- Once a candidate is chosen, the supervisor updates the job board's certificates to indicate the selection (if multiple candidates are chosen, or back-up candidates are selected, those are outlined in the Notes section when finalizing the certificate).
- Hiring Supervisor readies a Selection Memo ([Template](#)) and allows the Office Manager/Assistant Manager to review/approve. Once concurrence is gained, supervisor provides signed memo to HR Specialist.



Subject: Request for Approval - Selection of **Grade**
Position Title

Date:

From:

Reply to:

Through:

Through:

To:

The hiring manager, in conjunction with the Office of Human Resources has approved the selection of **Applicant Name** for the position number **Position Title**, **Grade**, in the **Division**. This position became vacant when [explanation].

After reviewing the application information, the results of the interviews, it is the panel's recommendation that **Applicant Name** be selected for this position. [Justification for selection (e.g. experience, accomplishments, accolades, interview summary)]

The employee's official workspace will be located at **Official Duty Station**.
the employee will be teleworking from **Telework Location**.

- HR will obtain necessary selection approvals and contact the selectee with a verbal, contingent offer.
- If the selectee accepts and passes the required background check, and funds are approved for the new-hire, HR will provide the supervisor an on-boarding date.
- HR will create the NEO (New Employee Onboarding) ticket and the supervisor will need to detail the employee's physical desk location, phone number, Shared drive mappings, and other specifics. Work with the Policy Advisor to locate an appropriate desk location. For assistance with the NEO process view the [NEO Training and Overview Guide](#).



- The Division will verify whether the new employee will be traveling for Department to ensure they are enrolled into the travel system and provided a travel card.
- The Division's administrative assistant will schedule a 30-minute introductory meeting with the office Assistant Manager and Manager (together) and a 15-minute meeting with the CEO.
- For further assistance or clarification on these hiring policies please visit the department's website: [REDACTED]
[REDACTED]