

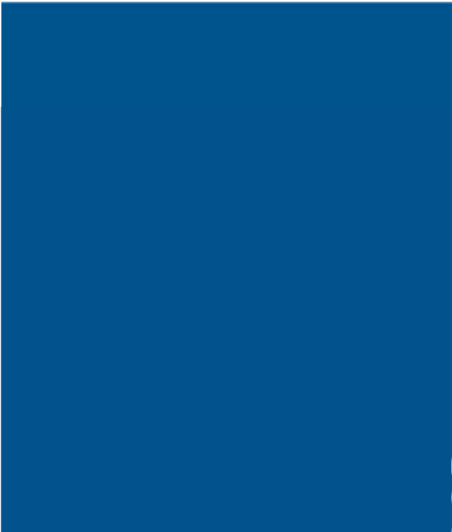


Welcome Roadmap




New Employee Onboarding

Welcome to the team! We are excited to have you on board and look forward to helping you succeed. This guide will serve as your roadmap to getting started, understanding [redacted] culture, and accessing key resources, connecting with your team and planning for your future with [redacted]



[redacted], we have been dedicated to modernizing [redacted] operations and infrastructure, which ensures efficiency, sustainability, and innovation in public service delivery.

Our agency was established by the [redacted] to streamline federal administrative work, including real estate, procurement, and information technology.





Virtually Meet Our Team

[Redacted] - [\[Link\]](#)
Company Culture & Expectations - [\[Link\]](#)
Meet Your Branch Chief - [\[Link\]](#)
Team Success Stories - [\[Link\]](#)
Getting Familiar with Your Workspace

Meet Your Team Mentor

Each new **[Redacted]** member is paired with a mentor to provide guidance and support during the first few months.

Your assigned mentor is:

[Insert Employee Name]

Key Policies & Documents

- Code of Conduct
- Workplace behavior expectations
- Remote Work Policy
- Guidelines for working remotely
- Leave Policy
- Vacation, sick leave, and time off policies
- Security Policy
- Data protection and security measures



Your Personalized Onboarding Timeline	DAY 1	DAY 30	DAY 60	DAY 90
Getting Started				
Welcome meeting with HR	●			
IT orientation (systems, security, tools)	●			
Team				
Office tour/virtual introduction	●			
One on One with your Branch Chief	●			
Team introductions via individual meetings	●	●		
Role-specific Training Begins				
Shadowing sessions with key personnel Co-Branded		●		
Meetings with cross-functional teams		●		
Daily check-ins with mentor & Goal Setting	●	●		
Standards and Norms: Best practices for working with your new team		●		
IDP & Performance Review Discussion		●	●	●
Elevating to your Next Level				
First Quarter evaluation, Self Assessment and PSU Review and Alignment				●
Training Completion of Assessments and other required training via [REDACTED]		●	●	●
Leading Projects and teams: A Discussion of your future with [REDACTED]			●	●

Human Resources

Your [REDACTED] HR team can be reached several ways. Access your HR portal via [REDACTED] or contact HR directly at: [REDACTED]

[REDACTED] Insite

Access [REDACTED] documents, training materials, policy guidelines, resources and support: here [REDACTED]