**Talking Points to Help Agency HR Talk with Executive Supervisors and other process owners re: the SES Onboarding program**

* The agency is transitioning its current 2 week orientation process for new executives to a one-year strategic onboarding program.
* Onboarding is the “acquiring, accommodating, assimilating and accelerating of new leaders into the organizational culture and business”.
* The goal of our agency SES Onboarding program is to accelerate executives’ time to productivity.
* Within this agency, the onboarding process begins when a job offer has been accepted and continues through the first year of employment.
* It’s important for you to know that every executive, whether new to the SES or new to the agency, will participate in the online orientation. The “tours” they take during the online orientation have been customized for their status, i.e. new to the SES, new to the agency, new to the government.
* In addition, where we once left it up to the executive’s assistant to schedule necessary meetings once the new executive arrives, we will now require the executive’s assistant to pre-populate the executive’s calendar with mandatory onboarding activities for the first 6 months. These activities include mandatory training, mentoring sessions with agency SES members and feedback sessions with the head of the agency.
* In the remaining 6 months we will offer optional onboarding activities, like brown bag sessions, online courses and mentoring.
* Additionally, you will receive an email that provides tools, including a checklist, to help you onboard your incoming employee—even before his/her first day.
* Each incoming executive must dedicate at least 60 hours to strategic onboarding activities within the first 6 months. You will receive monthly reminder emails to encourage you and your new executive to complete the required onboarding activities and to inform you of any optional activities.
* If the incoming executive does not complete the required number of hours this will be noted in the quarterly report to Director \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
* You and the executive will receive a short online evaluation from HR after the first week, the first 30 days and at 60 days.
* HR is available if the incoming executive is encountering difficulties with any aspect of the onboarding process. New executives can call 202-888-9966 Monday through Friday from 8am to 4pm.