 EXECUTIVE TRANSITION PLAN (ETP) 

for SES and Equivalents new to VA or new to position

The Executive Transition Plan (ETP) serves as a blueprint for the first 90 days of onboarding and is intended to ensure the Senior Executive receives the information, skills, and competencies necessary to be successful in leading an effective, efficient and competent organization. The Supervisor completes the ETP when nominating an Executive for selection to the Corporate Senior Executive Management Office (CSEMO).

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| Name of SES/Equivalent | | Administration/Office | | |
| Position Title of SES/Equivalent | | Current Date | | |
| Name of Nominating Official | | Administration/Office | | |
| Section I – Unique Challenges of Position/Environment | | | | |
| Identify the top three unique challenges of the position, organization, and/or work environment that the Executive must address within **the first 90 days on duty**. **(Note: This may correspond with Section III of Key Position Indicator {KPI} Document)**  1.  2.  3. | | | | |
| **Section II – Assessment of New Executive** | | | | |
| Based on your review of the Executive’s resume, interview, reference checks and other knowledge you have of the Executive, identify specific areas the Executive needs to focus on in order to successfully transition to this position and VA. Identify growth areas and developmental needs based upon the unique challenges of the position: | | | | |
| **Section III – Knowledge Advisors** | | | | |
| List five (5) or more knowledge advisors that the Executive must meet with to effectively and efficiently complete his/her mission. This may include proponents, internal and external customers, stakeholders, community groups/partnerships, or representatives of local, state and federal agencies. | | | | |
| Name | Position Title | | Purpose of Meeting | |
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| **Section IV – ETP Feedback/Monitoring** | | | | |
| This section is used to monitor the desired outcomes for the Executive based upon developmental actions completed within the first 90 days. The supervisor must meet with the Executive to discuss developmental actions to achieve, the Executive’s progress, and milestones. (**Note: These actions are the first step in creating an Executive Development Plan (EDP)**. | | | | |
| Developmental Action (within 30 days) | | | | Date To Be Completed |
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| Developmental Action (within 60 days) | | | | Date To Be Completed |
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| Developmental Action (within 90 days) | | | | Date To Be Completed |
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| **Section V – Recommendation/Approval** | | | | |
| **ETP Recommendation** | | | | |
| Signature of Rating Official | | | | Date |
| Signature of Reviewing Official | | | | Date |
| **ETP Approval** | | | | |
| Signature of VA Chief of Staff | | | | Date |
| VA Chief of Staff Comments | | | | |
| **ETP Receipt Acknowledgement** | | | | |
| I acknowledge receipt of ETP within three days of EOD. | | | | |
| Signature of Executive | | | | Date |
| **ETP Completion** | | | | |
| This ETP has been completed. Ongoing developmental actions will be transitioned to the EDP. | | | | |
| Signature of Executive | | | | Date |
| Signature of Rating Official | | | | Date |
| Signature of Reviewing Official | | | | Date |
| Return to COSVA via CSEMO | | | | Date Received in CSEMO |

Link to CSEMO Connect for a sample ETP and EDP at: <http://vaww.csemo.portal.va.gov/default.aspx>

For questions, contact CSEMO at: [VACSEMO@va.gov](mailto:VACSEMO@va.gov)

Attached is the CSEMO Onboarding Checklist that provides actions the Executive and supervisor must complete within the first 90 days.

**Corporate Senior Executive Management Office**

**Executive Onboarding Checklist**

Executive Onboarding is a way of assimilating and integrating new leaders into the organizational culture and business. To help make new Executives feel welcome and comfortable in their new surroundings and to minimize the time before the Executives are productive in their agency, organization and new position, the following actions should occur in the stated timeframe.

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| **Pre-boarding** | | |
| **The goal of the pre-boarding phase is to plan and prepare for the Executive’s arrival and to ensure a seamless and successful entrance into the organization.** | | |
| **TASK** | | **Responsible Party** |
| * Complete HR hiring documents | | * Executive |
| * Assign an Executive sponsor. A sponsor facilitates the new Executive’s ability to deal with confusing issues and become comfortable in the new work place. Questions about “normal protocol” in the organization, finding the right people to go to for information, correct procedures, and learning what is “right” and “wrong” should be easily answered by a sponsor. The Sponsor also provides the new Executive with valuable information about the community (schools, transportation, and any information pertinent to family relocation). | | * Supervisor |
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| **First Day/Week** | | |
| **The goal of the first day is to ensure the Executive is welcomed into the organization by senior leadership and new staff and is satisfactorily in-processed. The remainder of the week should be focused on a deliberate introduction and acclimation of the Executive into the organization, as well as training concerning pitfalls and critical issues.** | | |
| **TASK** | **Responsible Party** | |
| * In-processing Session. Welcome the new Executive to VA. | * CSEMO * Gaining Organization | |
| * Attend Executive Orientation Briefing. The briefing provides an overview of CSEMO’s role in managing the lifecycle for the Senior Executive. Presentations include:   + Completion of hiring documents.   + Welcome from CSEMO DAS/Organization Leadership.   + Overview of benefits, performance management and required senior leader development training. | * Executive * CSEMO | |
| * *For Newly Appointed SES Members* – receive SES Flag, Pin and Stationery. These items are mailed to SES members in the field. | * CSEMO | |
| * Introduce the Executive to direct reports, staff and senior leaders. | * Supervisor or designated official | |
| * Complete paperwork and security requirements. | * Executive | |
| * Meet with direct reports and staff. | * Executive | |
| * Assemble documents for Financial Disclosure requirement. The Financial Disclosure Management website is located at <https://www.fdm.army.mil>. | * Executive | |
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| **First 30 days** | | |
| **The goal within the first 30 days is to establish roles and responsibilities for the new Executive as related to performance, development and ethical behavior. Executive begins to build relationships and business partnerships.** | | |
| **TASK** | **Responsible Party** | |
| * Not later than 30 days from appointment, complete the Financial Disclosure requirement (if applicable). | * Executive | |
| * Draft the Executive’s performance objectives. | * Supervisor | |
| * *For Newly Appointed SES Members* – schedule SES Induction Ceremony to present SES Flag and VA Position Certificate. | * Supervisor & Organization Leadership | |
| * Begin the developmental actions identified on the ETP. | * Executive | |
| * Schedule Executive for required leader development training. This consists of: * Strategic Leadership Course (SLC) I – Core Training. * Strategic Leadership Course (SLC) II – Basic. * Executive Coaching (where identified on ETP). * OPM SES Briefing for New Executives. | * CSEMO | |
| * Enroll Executives identified on ETP into coaching. For VHA Executives, a coach with VHA-specific knowledge/expertise will be assigned to you. | * CSEMO * VHA | |
| * Complete bio and photo and submit to CSEMO. Bio template is at: <http://vaww.csemo.portal.va.gov/sebio/SE%20Biography%20New%20Standardized%20Template%20and%20Communi/Forms/AllItems.aspx> | * Executive | |
| * Schedule a formal feedback session with supervisor. | * Executive | |
| * Discuss with the Executive roles and responsibilities, individual work styles and preferences, and performance expectations. | * Supervisor | |
| * Seek out unwritten rules (e.g., how to get things done; who can help and can’t or won’t; what to do and, more importantly, what not to do) with mentor, sponsor and peers. | * Executive | |
| * Schedule “meet-n-greet” appointments with key stakeholders from other organizations (e.g., programs, policies, and budget). Consult with supervisor to confirm stakeholders. | * Executive | |
| * Conduct an Executive briefing or transition meeting to provide the Executive with information about their work group. The briefing should include: * The 12-month calendar and a letter from the previous. Executive to gain a perspective on organizational history, culture, priorities and “lessons learned.” * Fact sheets on the 'hot issues' that will require the Executive’s attention within the first 90 days. * A quick introduction to personnel policies and rules (financial do’s and don’ts, acquisitions, hiring, firing and contractor support). * A discussion of initial projects and roles and responsibilities, including past performance standards. * Training and information designed to provide initial familiarity with crucial systems and procedures. These are crash courses but will serve to make the Executive immediately aware of vital systems, laws and procedures. | * Supervisor | |

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| **First 90 days** | |
| **The goal within the first 90 days is to cultivate the new Executive by building competence on the job and providing frequent opportunities for open discussion. Executives should begin a full workload while supervisors monitor performance and provide early feedback.** | |
| **TASK** | **Responsible Party** |
| * Review and sign performance plan. | * Supervisor and   Executive |
| * Read “The First 90 Days in Government” book provided during Strategic Leadership Course I. | * Executive |
| * Complete ETP. | * Executive |
| * Sign and submit completed ETP to CSEMO. | * Supervisor |
| * Create the Executive Development Plan (EDP) at Strategic Leadership Course I. | * Executive |
| * Contact the Executive to get feedback on his/her experience after 90 days. | * CSEMO |