

SUPERVISOR ONBOARDING: L90X— ONBOARDING CHECKLIST FOR USCG

The Onboarding Checklist is to be completed within **90 days following EOD** for DHS/USCG employees who are new to supervision at any organizational level or new to DHS/USCG supervision. The tasks in the Onboarding Checklist have been divided into three categories: activities completed with the hiring supervisor, activities completed with the team, and activities completed individually. Completion of all of the tasks will enhance the experience of transitioning into a supervisory position within the Department of Homeland Security. Once the checklist is completed it must be returned to Mr. Michael Maher at Michael.V.Maher@uscg.mil.

Supervisor Onboarding: L90X—Onboarding Checklist

Activities Completed with Your Supervisor

<input type="checkbox"/>	Discussion of roles and responsibilities and leadership development opportunities available to enhance and further develop skill sets (A current list of leadership development opportunities may be found at http://www.uscg.mil/leadership/courses/civilian.asp)
<input type="checkbox"/>	Review of supervisory performance standards
<input type="checkbox"/>	Awareness of collective bargaining agreements that may apply to the supervisor's direct reports
<input type="checkbox"/>	Awareness of Code of Ethics for Government Service
<input type="checkbox"/>	List of HR contacts for consultation and advice (Additional information may also be found on the CG's Office of Civilian Human Resources (CG-121) web site at http://www.uscg.mil/civilianHR/)
<input type="checkbox"/>	Matrix of general mandatory training (GMT) requirements in LMS (A personal list can be found in CGBI on the CG Portal at http://cgbi.osc.uscg.mil/2.0/portal/ ; click on "Personal View"; click on "Skills"; then click on "My Skills")
<input type="checkbox"/>	Procedure for certifying employee time cards

<input type="checkbox"/>	Emergency procedures/employee phone tree
<input type="checkbox"/>	Review of employee performance plans
<input type="checkbox"/>	Directions to visit the DHS Supervisor's Toolbox website (http://dhsconnect.dhs.gov/org/comp/mgmt/dhshr/emp/Pages/SupervisorToolbox.aspx)
<input type="checkbox"/>	Directions to visit the web-based DHS Leader Development Book List for supervisors (The DHS Secretary's Leadership Library and Book List are located at: (http://dhsconnect.dhs.gov/org/comp/mgmt/dhshr/emp/Pages/SecretarysLeadershipLibrary.aspx)
Activities Completed with Your Team	
<input type="checkbox"/>	Discussion of roles and responsibilities
<input type="checkbox"/>	Scheduling of individual employee meetings with subordinates to get acquainted and begin setting expectations; and an all-staff meeting
<input type="checkbox"/>	Emergency procedures/employee phone tree
<input type="checkbox"/>	Review of employee performance plans
<input type="checkbox"/>	Review and establishment of employee tours of duty and workplace flexibilities
Activities Completed Individually	
<input type="checkbox"/>	Read supervisory performance standards
<input type="checkbox"/>	Read the Code of Ethics for Government Service
<input type="checkbox"/>	Review any collective bargaining agreements that may apply to your direct reports
<input type="checkbox"/>	Complete all GMT requirements in LMS to include CG Civilian Orientation (Course 502281) (GMT courses can be found on the CG Portal at https://elearning.uscg.mil/catalog/)

<input type="checkbox"/>	<p>Obtain name and contact information of Mentor (If you need assistance identifying a mentor contact Michael Maher the Mentoring Program Manager at Michael.V.Maher@uscg.mil or 202-475-5512; for additional information on mentoring visit the CG Mentoring web site at http://www.uscg.mil/leadership/programs/mentoring.asp)</p>
<input type="checkbox"/>	<p>Contact Mentor and complete 8-hours of mentoring sessions</p>
<input type="checkbox"/>	<p>Visit the Supervisor's Toolbox website</p>
<input type="checkbox"/>	<p>Visit the web-based DHS Leader Development Book List for supervisors</p>
<input type="checkbox"/>	<p>Read one book from the DHS Leader Development Book List for supervisors within 90 days and discuss with supervisor and subordinates</p>
<input type="checkbox"/>	<p>Review DHS Supervisory Orientation PowerPoint Slide Deck (Received in initial CG-133 email notification as an attachment)</p>