

Goddard Space Flight Center Supervisors / Administrative Officers Checklist



Please make use of this efficient tool to ensure a smooth transition of your new employee into the Goddard workforce.

General Information

New Employee's Name: _____ Start Date: _____

Code: _____ Location (Bldg. / Rm.): _____ Phone: _____

Prior to Arrival *Establishing the New Employee*

- Inform the Branch and Division about the employee's arrival
- Review Position Description
- Determine initial assignments/ project and project's timeline for the employee
- Determine who the Buddy/Mentor is
- Inform Buddy/Mentor of employee's arrival and of their responsibilities
- Use Form 1700 to determine what access is needed.

Upon Arrival or Within the First Week *A. General Information and Branch Practices*

- Assign an office (Bldg/Rm): _____
- Introduce to Division Chief and Associate Chief(s), AO, Secretaries (if available)
- Introduce to pertinent staff members:
 - * Branch Head, Associate Branch Head(s)
 - * Branch Secretary
- Show employee his/her office and introduce to co-workers in office-promote discussion
- Educate the employee on the Branch's mission and goals and how they relate to the Directorate as well as to the Center
- Inform the employee about specific organizational reporting relationships
- Explain the position tasks and responsibilities to the employee
- Send email to Branch distribution list welcoming employee

Inform the employee about:

- Role of supervisor
- POC for basic administrative tasks
- Appropriate use of telephones, email, internet, mail, supplies, computers, equipment
- Computer Rules of Behavior
- Parking
- Travel

Provide the employee with the paperwork for required keys and key cards:

- Building keycard
- Office Key
- Laboratory keys/keycard access

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A. Establishing Modes of Communication

- Inform the employee of annual computer training that he/she will complete in SATERN (IT Security, Physical Security--SEAT)
- Inform the employee of ITAR (International Traffic in Arms Regulation), SBU (sensitive but unclassified) and Privacy requirements.
- Inform the employee of Goddard's Intranet as a resource tool, <http://www.nasa.gov/centers/goddard/about/internal-home-page.html>

C. Job Responsibilities

- Discuss work schedule (hours, holidays, rest/meal breaks, and alternative work arrangements)

Inform the employee about:

- General overview of responsibilities associated with his/her work
- Any probationary period
- Process, timescale and responsible party for Performance Evaluations
- Security standards in the Branch or on Center:
 - Property Accountability
 - Introduce to Property Custodian
 - IT Security
 - Fundamental Security on Center (you can be searched, gate etiquette, etc.)

Quality Management System/Ethics/Security:

- Sign the Ethics certificate and send to Legal (Code 140) (<http://ohcm.gsfc.nasa.gov/Forms/Ohcm/EthicsCertification.doc>)
- Complete the Required QMS Training Form (GSFC 17-112 Form) (<http://ohcm.gsfc.nasa.gov/Forms/GSFC/GSFC17-112.doc>)

Assure that the Employee is aware of:

- Assure that the Employee is aware of:
 - How to report a problem
 - The Quality Management System (QMS) and how it relates to specific duties
 - Goddard Document Management System (GDMS)
 - Specific GDMS documents that apply to their responsibilities

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Within the First Three Weeks *Establishing the New Employee*

Performance Plan and Individual Development Plan (IDP):

- Write a Performance Plan
- Notify AO that a plan has been created
- Meet with employee to discuss and sign the Performance Plan and offer an IDP
- Offer help and provide time for the employee to complete OHR paperwork

Education and Development:

- Inform about the training opportunities
- Inform the employee about the required training courses associated with job responsibilities
- Discuss the requirements of the Professional Internship Program (PIP), if applicable
- Inform the employee about the Academic Programs available and the obligated service requirement
- Encourage the employee to attend the OHCM (Office of Human Capital Management) New Employee Quarterly Fairs and other educational/informational events sponsored by OHCM.

Verify that the employee was informed of:

Benefits:

- Enrollment in employee benefits plan within 31 days of hire
- Personnel Profiles
- NASA Employee Benefits System (NEBS) - comprehensive benefits statement, <http://nasapeople.nasa.gov/NEBS/>
- Employee Express & Thrift Savings Plan (TSP), <http://www.tsp.gov/>
Information about the Dental Insurance available to civil servants through the NASA Federal Credit Union

Wages and Hours:

- Rate of pay, salary range, shift differential (evening, night, weekend), overtime, on-call, callback pay, holiday pay
- Pay periods, pay days, WebTADS, absence notices
- Salary increases, merit eligibility and cycle
- Compensatory Time Off
- Leaves: vacation, holiday, religious observances, sick, family and medical, leave of absence, military, jury/witness, voting, blood donation, administrative, catastrophic