

New Employee Sponsor Checklist

TEMPLATE

Thank you for sponsoring (Name of New Employee) .

The checklist below provides suggestions on how you, as the assigned “buddy”, can help the new employee feel welcome and allow him/her to benefit from your experience:

- Help the new employee become familiar with your division, divisions within your Center or Group and the agency.
- Answer questions or concerns the new employee may have. If he/she needs more clarification, direct the employee to the appropriate person.
- Be proactive! Be sure to make face-to-face contact with the new employee daily for the first few days to give him/her encouragement and reassurance that you are available to assist.
- After a few days you will notice the employee appears more comfortable; however it’s important to continue to visit, email, or phone. Remember that he or she is likely to be new to the agency and even to the Federal Government. The new employee may assume you are too busy and hesitate to approach or disturb you.
- Introduce the new employee to all the staff and other key people in case the supervisor may not have had the opportunity.
- Make the new employee feel welcome by inviting him/her out to lunch with you and other co-workers.
- If suitable, walk with the new employee at lunch to show what the area has to offer and where amenities are located (e.g., pharmacy, ATMs, lunch spots).
- Above all, be friendly, personable, positive, and professional. You are giving one of the first impressions that this employee will have of your agency.

New Employee Tour *TEMPLATE*

If a formal tour is not a part of your organization's New Employee Orientation on the first day, you may want to give a personal tour yourself. If so, consider including the following:

- Human Resources Office (Room #)
- ATM machine
- Facilities customer service desk (Room #)
- Security Office for ID badges (Room #)
- Employee bulletin board
- Cafeteria
- Designated smoking area (if applicable)
- Health Unit/Employee Assistance Program Office/Lactation Room
- Snack Bar
- Vending machines
- U.S. Postal Service mail box
- Closest emergency exits to his/her office
- Emergency meeting place for your office staff