



AMLC Onboarding Program

SPONSOR CHECKLIST

NEW EMPLOYEE INFORMATION

Name: _____ Start date: _____

Position: _____ Rater: _____

Assigned Sponsor: _____ Senior Rater: _____

SPONSOR ROLE AND RESPONSIBILITIES

- Serve from the time of firm offer acceptance until 30 days after new employee's arrival
- Provide the new employee information he/she needs about the organization and local area (e.g. temporary lodging, local transportation, etc. if applicable)
- Be a positive role model
- Maintain daily contact with new employee for first week and then on an as needed basis
- Be available to answer day-to-day questions
- Help define the Army Profession and explain the organizational culture
- Promote a positive image of the organization
- Work with supervisor and new employee to assist with the onboarding process
- Consult with supervisor for further guidance as needed

UPON ASSIGNMENT AS SPONSOR

- Meet with supervisor to discuss your role as a sponsor for the new employee
- Send email to new employee introducing yourself and welcoming him/her to the team and Army
- Provide contact information and offer assistance to new employee
- Talk with new employee to find out what he/she needs to help transition into the new job and area
- Direct new employee to organization's newcomers portal on the public website
- Provide details on organizational culture and key administrative requirements

AT LEAST 1 WEEK BEFORE START DATE

- Arrange your schedule to be available on new employee's first day
- Contact new employee by phone or email to reiterate basic information for first day (e.g. directions, parking, report time, dress code)
- Arrange to meet with new employee to escort him/her after initial CPAC or designated personnel office in-processing
- Be available to answer day-to-day questions

FIRST DAY

- Meet new employee following CPAC or designated personnel office in-processing at arranged location
- Escort him/her to the security office to receive building pass
- Escort new employee to his/her work station

FIRST DAY - INTRODUCTIONS, TOURS, AND AMINISTRATIVE PROCEDURES

- Introduce new employee to supervisor if prearranged, sponsor may make introductions to department staff and key personnel as well as conduct the tour and help familiarize new employee with office administrative procedures
- Introduce new employee to his/her section Primary Hand Receipt Holder (PHRH)
- Give introductions to Directorate or PMO staff and key personnel (unless pre-arranged for sponsor to perform these introductions)
- Tour Facility, including:
 - Office / Cubicle / Work Station
 - Copy Centers
 - Printers
 - Kitchen / Cafeteria / Break
 - Fax Machines
 - Restrooms
 - Mail Rooms
 - Bulletin Boards
 - Authorized Work Areas
 - Conference Rooms
 - Parking
 - Office Supplies
 - Tools / Equipment
 - Coffee / Water / Vending Machines
 - Emergency Exits and Procedures
- Assist with general administrative procedures:
 - Keys / Access Cards
 - Telephone Alert Roster
 - Picture ID Badges
 - Telephone Access Policy & Procedures
 - Building and/or Computer Access Cards

WITHIN FIRST WEEK

- Continue to make yourself available by phone, email, or for in-person meetings
- Offer guidance to help him/her integrate smoothly and share helpful hints

WITHIN FIRST 30 DAYS

- Check in regularly with new employee during the first few weeks
- Assist new employee with understanding DoD, Army, and organizational culture
- Provide information regarding volunteer activities or social events (award ceremonies, team lunches, off-duty sports programs, base child care and youth sports programs, etc.) available at your work location, if appropriate