



## SPONSOR CHECKLIST - New Employee

### 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
- Send the organization's welcome packet in advance and/or through an online portal access
- 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, lunch information)
- Arrange to meet with new employee to escort him/her after initial CPAC or designated personnel office in-processing
- Notify or pre-register with security office at visitor registration (if applicable)

### 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 ADMINISTRATIVE 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
- Tour Facility, including:
  - Office / Desk / Work Station
  - Copy Centers
  - Printers
  - Kitchen / Cafeteria / Break Areas
  - Fax Machines
  - Restrooms
  - Mail Rooms
  - Bulletin Boards
  - Authorized Work Areas
  - Security Office
  - 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

## HELPFUL LINKS AND INFORMATION

- Forms and Resources:
  - Army Career Tracker (ACT): <https://actnow.army.mil/>
  - GoArmyEd: <https://www.goarmyed.com/>
  - ADRP 1: <http://usarmy.vo.llnwd.net/e2/c/downloads/303970.pdf>
  - Center for the Army Profession and Ethic (CAPE) Civilian Video: <http://cape.army.mil/civilians.php>
  - New Employee Checklist (webpage link TBD)
  - Army Civilian Acculturation Handbook (webpage link TBD)
- Required Training:
  - Information Assurance Training: <https://ia.signal.army.mil/login.asp>
  - AR 350-1, Army Training and Leader Development: [http://armypubs.army.mil/epubs/pdf/r350\\_1.pdf](http://armypubs.army.mil/epubs/pdf/r350_1.pdf)
  - AR 350-1 Mandatory Training with resource information/web links and other training information: <http://www.civiliantraining.army.mil/Pages/MandatoryTraining.aspx>
  - Joint Ethics Regulation: [http://www.dod.mil/dodgc/defense\\_ethics/ethics\\_regulation/](http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/)
  - CES and SDC enrollment: <https://www.atrs.army.mil/channels/chrtas/student/logon.aspx>

\*\*For additional resources refer to the Army Civilian Acculturation Handbook