U.S. DEPARTMENT OF AGRICULTURE
FOOD SAFETY AND INSPECTION SERVICE

JOB-SITE ONBOARDING CHECKLIST

Supervisor Instructions:

- Complete Part A. and include the unique Employee ID as listed in the Insight system.
- Discuss the topics listed on this form with the new Employee.
- Discuss items in Part B. within the first week after the employee reports to the Job-Site.
- Discuss items in Part C. within 30 days after reporting to the Job-Site.
- Place Supervisory and Employee initials to indicate that each item is completed.
- If an item does not apply, check 'N/A'. The signature of Supervisor, and Employee are to appear where indicated.
- This form is to be maintained in the Employee's file at the immediate Supervisory level and e-mailed to: Employee.EngagementandRecognition@usda.gov

PART A. EMPLOYEE INFORMATION

1. Name of Employee: (First, Last)	2. Position Title:	3. Employee ID:
4. Employee Entrance on Duty (EOD) Date: (mm/dd/yyyy)	5. Organizational Unit:	6. Name of Supervisor: (First, Last)

PART B. DISCUSS WITHIN FIRST WEEK

		Initials		N/A
		Employee	Supervisor	✓
Introduction	1. Meet Co-Workers, Key Supervisors, and others with whom Employee will interact frequently			☐
	2. Tour of Work Area or Digital Workspace Environment			☐
	3. Location of Cafeteria, Snack Bars, Parking, Restrooms			☐
Tour of Duty	4. Work Schedule (FSIS Directive 4610.2)			☐
	5. Break(s) and Lunch Period			☐
	6. Punctuality			☐
Employee's Job	7. Supervisory Chain - from whom Employee will receive Instruction and Supervision			☐
	8. Explain employee's Duties and Responsibilities. Review and discuss Job Description to assure common understanding of its meaning.			☐
	9. Explain levels of Decision-Making Authority			☐
	10. Work assignments and rotation (If applicable)			☐
Pay and Leave	11. How to request Leave and who approves it			☐
	12. When, How, and Whom to notify if unable to report for work			☐
	13. Procedures for completing and submitting the Time and Attendance			☐
	14. When employee can expect first salary check			☐
	15. Procedures for recording the time for voluntary or reimbursable services rendered in WebTA (If applicable)			☐
Safety and Health	16. On the Job: a. Personal Protective Equipment specific to the hazards in the workplace (e.g., hardhat, nonslip footwear, hearing protection, eye protection, and cut resistant gloves) (FSIS Directive 4791.1)			☐
	b. OFO and OPHS: Protection afforded Employees Working with Hazardous Material and Hazard Communication Program (FSIS Directive 4791.5) for OFO and Site specific chemical hygiene plan for OPHS			☐
	c. OFO: Safe Working Tools: knives, scabbard, steel, node hook, safety link chain belt, whet stone (Demonstrate proper use)			☐
	d. Any additional safety training appropriate for the employee's position			☐
	17. Explanation of what to do if injured at work (CA-10 posted) (FSIS Directive 4810.1)			☐
	18. Discuss right and obligation to report hazards (FSIS Directive 4791.12)			☐

PART B. DISCUSS WITHIN FIRST WEEK (Continued)		Initials		N/A ✓
		Employee	Supervisor	
Safety and Health (Continued)	19. Review Emergency Evacuation Plan, location of Fire Alarms and Extinguishers (FSIS Directive 4791.6)			☐
	20. Reporting Motor Vehicle Accidents (If applicable) (FSIS Directive 4791.13)			☐
	21. Review the (FSIS Safety website) with employee. Review the required safety postings to include contact information for the safety specialist assigned to the district or office location.			☐
	22. Take the employee on a tour of their work area and building. Review the evacuation routes, emergency exits, and their designated evacuation assembly area.			☐
Conduct, Rights, Privileges	23. Review and discuss Employee Responsibilities and Conduct requirements outlined in (FSIS Directive 4735.3), including any specific conduct requirements for the employee's position			☐
	24. Employees in certain positions are to file a Confidential Financial Disclosure Report (OGE-450) because of the responsibilities associated with their positions. The first report is due 30 days after entering the covered position, and then an annual report is required thereafter.			☐
	25. Review policy prohibiting sexual harassment and discuss other unacceptable conduct			☐
	26. Prohibition on using government property for personal use (including use of government or plant phones)			☐
	27. Prohibition on performing personal business or activities on government time			☐

PART C. DISCUSS WITHIN FIRST 30 DAYS		Initials		N/A ✓
		Employee	Supervisor	
Performance	1. Discuss and establish elements and standards in Performance Plan within 15 days of EOD			☐
	2. Explain Performance Appraisal and how often Progress Reviews will be held (DR 4040-430) and (FSIS Directives 4430.3, and 4430.5)			☐
	3. Probationary Period and Reports (FSIS Directives 4315.2 and 4315.3)			☐
	4. Requirement to have at least a 'Fully Successful' rating to receive a Within-Grade increase			☐
	5. Merit Promotion Plan and Internal Placement (DR 4030-335-002)			☐
	6. Incentive Awards Programs (DR 4040-430), Employee Suggestion Program (FSIS Directive 4451.12)			☐
Training	7. Discuss Career Development Plan which typically includes: a. On-the-Job Training (OJT): Teaches procedures and tasks, under the direction of the Supervisor			☐
	b. OFO and OIEA: Training as a Condition of Employment (FSIS Directive 4338.1)			☐
	c. Job related requirements			☐
	d. Welcome to Aglearn Guide and AgLearn User Toolkit			☐
	e. FSIS Mandatory Training list located on IPP or Employee Help			☐
	f. Self-Development			☐
	g. Formal Training			☐
	h. WebTA Tutorial			☐
Travel	8. Temporary Duty Travel (TDY) (FSIS Directive 3900.1)			☐
	a. Mode of Travel (Private Vehicle or Public Carrier) including Government-Owned Vehicles (GOV) (FSIS Directive 2450.1)			☐
	b. General Services Administration (GSA) Per Diem Rates			☐
	c. Reimbursement: Including Proper Use of Government Issued Travel Cards; Request for Advances; Submission of Vouchers (FSIS Directives 3800.2, 3820.1, 3830.2, 3840.1, 3900.1)			☐

PART C. DISCUSS WITHIN FIRST 30 DAYS (Continued)		Initials		N/A ✓
		Employee	Supervisor	
Information Technology and Web Resources	9. Expectations for using Government-Furnished Equipment (GFE), Including E-mail (FSIS Directive 1306.22)			☐
	10. FSIS Website and Other Resources			☐
	a. Office of Human Resources (OHR) Policies and Systems: • OHR Portal • USDA Performance Management System (EPMA) • WebTA - Employee time and attendance system • Electronic Official Personnel Folder (eOPF) - personnel actions and career documentation • NFC Personal Page - Earnings and leave statements, tax withholdings and benefits information			☐
	b. Retirement Systems: • Thrift Savings Plan (TSP) • Federal Employee Retirement Systems • Social Security Administration			☐
	c. Additional Systems: • ConcurGov System - Federal Employee Travel System • AgLearn - USDA's learning management system • FSIS Intranet - FSIS OneUSDA microsite (eAuth required)			☐
	d. FSIS Training Resources and Professional Development Opportunities: • IPP Help • Employee Help • Supervisor Help • Professional Development Opportunities			☐
Communications	11. FSIS Onboarding Manual			☐
	12. FSIS Monthly Employee Town Hall at 9 AM, 3 PM or 9 PM ET • Recorded sessions are located on the (eAuth required OneUSDA Intranet)			☐
	13. Agency e-mails include FSIS User Information, Constituent Update, Food Safety eNews and the FSIS Newsletter, Food for Thought - Weekly Newsletter for FSIS Announcements and Stories			☐
	14. Department e-mails include e-mails from OneUSDA, USDA Office of Communications, and the Office of the Secretary			☐
	15. FSIS Feedback Mailbox - Send questions, comments or concerns to: FSISFeedback@usda.gov			☐

16. Signature of Employee:	17. Date: (mm/dd/yyyy)
18. Signature of Supervisor:	19. Date: (mm/dd/yyyy)