**OCKO Sponsor Checklist**

The sponsor should be senior or equal in grade to the new employee and familiar with the duties and responsibilities of the newly hired employee. Sponsor will assist the employee throughout his/her first 30 days of onboarding process or date to be determined by supervisor.

## PRE-ARRIVAL

[ ]  Provide the new employee with a link to the OCKO public facing website with instructions to complete any necessary Pre-Boarding activities prior to day one.

[ ]  Send email and welcome letter to make contact with new employee.

[ ]  Arrange to meet, and greet new employee on day-1.

## FIRST DAY

[ ]  Welcome and greet new employee, assist them with getting a visitors building pass, and escort them to the work location.

[ ]  Discuss first day activities and make introductions to the work team and key staff members.

[ ]  Give new employee a tour of the office/facility.

[ ]  Ensure the new employee receives instructions to access the Onboarding Employee Checklist.

[ ]  Give the new employee the OCKO Welcome brief and provide assistance in workstation set-up.

[ ]  Provide First Week Activities Brief (preview days 1-6 schedule, work hours, time and attendance, Contact Roster, leave scheduling/approval and office etiquette).

## PHASE I (DAYS 2 & 3)

[ ]  Ensure the new employee is given a means for access to necessary work related documents until network/email access is available.

[ ]  Remain available to assist the employee integrate into the organization and understand the organizational culture.

[ ]  Provide materials to aid in the new employee’s familiarization with military rank, insignia, and titles of address for senior Civilians.

[ ]  Ensure the new employee is given time to complete all in-processing requirements.

## PHASE II (DAYS 4-6)

[ ]  Assist the new employee in obtaining a Security Identification Badge.

[ ]  Assist the new employee with registering or updating all accounts on the Onboarding Checklist.

[ ]  Provide the new employee with a copy of their approved signature block.