

Onboarding Flowchart

aA.

0.0. ARI#1				Start
Aligns to mission and vis	ion Connects to cultugoals and pr		grates across process owners	Applies to all Civilian Professionals
Roles	1			
Program Champio	ns + Proces	s Owners +	Supervisors +	Civilian Professionals
Process Phases and Key Activities				
Prior to First Day	First Day	First 30 Days	First 180 Days	First Year
 Civilian Professional: Receives CPAC welcome letter as part of Army Profession Reviews/completes required tasks as outlined in the TRADOC Onboarding Checklist. Completes required HR pre- employment paperwork Reviews benefit options/plans Supervisor: Prepares for arrival of a new civilian professional Assigns a sponsor Connects with new civilian professional to answer questions Sponsor: Sends welcome letter and link to TRADOC/Army onboarding website Connects with new civilian professional to answer questions 	 Civilian Professional: Attends Oath of Office Ceremony Meets with supervisor and sponsor Reviews/completes required tasks as outlined in the TRADOC Onboarding Checklist. Supervisor: Attends Oath of Office Ceremony Welcomes civilian professional within organization, meet leadership Provides onboarding toolkit Sponsor: Provides informal logistics for first day Focuses on sharing Army culture, mission and values 	 Civilian Professional: Reviews/completes requisitasks as outlined in the TRADOC Onboarding Check to include Foundation Conand Supervisor Development Course (if applicable) Develops Individual Development Plan (IDP) was upervisor Attends Staff Officer Orientation Briefing (SOO Supervisor: Establishes Performance I to include elements & standards Identifies short / long ran training requirements (CE 350-1, Career Program) Signs and retains complete Onboarding Checklist Sponsor: Continues to provide sup and answer questions as needed 	 annual training Meets with supervise performance feedback progress review Continues to receive of counseling and/or me sponsor Updates IDP as needed Supervisor: Continues to provide and seek feedback from civilian professional Completes mid-cycle counseling Sponsor: Continues to provide and ans wer question needed 	esupport esu
High civilian professional job satisfaction level	Retention of high-performing civilian professionalsContinued civilian professional engagement and commitment		Faster time-to- productivity	