

EMPLOYEE ONBOARDING ACCULTURATION MODEL

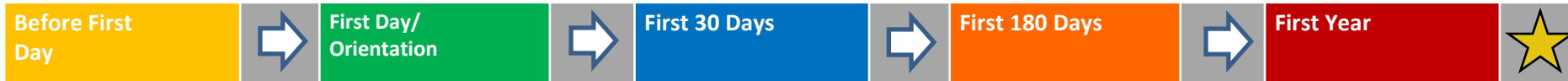
Principles



Roles



Process Phases and Key Activities



<p>Employee:</p> <ul style="list-style-type: none"> Receives CPAC welcome letter as part of Army Profession Employee comes prepared for first day procedures Provides required HR paperwork and benefit options in advance and/or online access <p>Commander:</p> <ul style="list-style-type: none"> Supervisor receives notice to prepare for new employee arrival Supervisor assigns sponsor and sends welcome letter to employee Sponsor sends email and welcome letter to new team member 	<p>Employee:</p> <ul style="list-style-type: none"> Completes CPAC required HR forms Meets and greets sponsor <p>Commander:</p> <ul style="list-style-type: none"> Incorporates organizational leadership as part of new employee swearing-in ceremony Sponsor receives employee at CPAC Focuses on sharing Army culture, mission and values Welcomes employee within organization, meet leadership Provides onboarding toolkits (Sponsor, Employee, Supervisor) 	<p>Employee:</p> <ul style="list-style-type: none"> Learns about the Army Profession, history, culture Meets w/supervisor to complete performance standards/expectations Enrolls in dL Foundation CES Supervisors enroll in dL SDC Completes IDP with supervisor Identifies short / long range training requirements (CES, AR 350-1, Career Program) Continues to complete checklist <p>Commander:</p> <ul style="list-style-type: none"> Identifies work requirements Ensures direct supervisor / manager involvement Provides essential training requirements 	<p>Employee:</p> <ul style="list-style-type: none"> Completes CES requirements (Foundation course) Completes Army mandatory annual training Meets with supervisor for performance feedback Continues to receive coaching, counseling, mentoring Continues to complete checklist <p>Commander:</p> <ul style="list-style-type: none"> Continues to provide guidance and seek feedback from new employee Completes mid-cycle counseling Updates IDP as needed 	<p>Employee:</p> <ul style="list-style-type: none"> Completes onboarding requirements prior to completion of first year Completes SDC if required Completes onboarding survey <p>Commander:</p> <ul style="list-style-type: none"> Recognizes positive employee contributions Provides formal and informal feedback on performance Coaching, counseling, mentoring Completes appraisal; close out onboarding model Completes onboarding survey Reassesses and updates IDP as needed Awards Army Profession Certificate
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Outcomes

