EMPLOYEE ONBOARDING ACCULTURATION MODEL

-		nect to cultu Ils and prioriti			Integrate across process owners		iers Appl	Apply to all employees	
Roles		I		₩		₽			
Program Cha	mpions	+	Process C	wners	+	Superviso	or +	Employee	
Process Phases and Key Ac	tivities		₩		₩				
Before First Day	First Day/ Orientation	ç	First 30	Days	\Rightarrow	First 180 Days	\Rightarrow	First Year	
 Employee: 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 Commander: 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 	 Employee: Completes CPAC required HR forms Meets and greets sponsor Commander: 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) 		IR · Learn Profes · Meets comp stand · Enroll · Super · Comp super · Identi trainin AR 35 · Contin check Comma · Ensur at · Ensur check	 Employee: 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 Commander: Identifies work requirements Ensures direct supervisor / manager involvement Provides essential training requirements 		 Employee: 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 Commander: Continues to provide guidance and seek feedback from new employee Completes mid-cycle counseling Updates IDP as needed 		 Employee: Completes onboarding requirements prior to completion of first year Completes SDC if required Completes onboarding surver Commander: Recognizes positive employer contributions Provides formal and informal feedback on performance Coaching, counseling, mentoring Completes appraisal; close out onboarding model Completes onboarding surver Reassesses and updates IDP as needed Awards Army Profession Certificate 	
Outcomes				4					
High employee jobRetention of high-performingsatisfaction levelemployees				Continued employee engagement and commitment			d Faster	time-to- productivity	