

Acculturation Onboarding Model



Principles

Align to mission and vision

Connect to culture, strategic goals and priorities

Integrate across process owners

Apply to all employees

Roles

Program Champions

+

Process Owners

+

Supervisor

+

Employee

Process Phases and Key Activities

Before First Day



First Day/
Orientation



First 30 Days



First 180 Days



First Year



Employee:

- Receives welcome letter
- Employee comes prepared for first day procedures
- Provides required HR paperwork and benefit options in advance and/or online access

Supervisor:

- Receives notice to prepare for new employee's arrival
- Assigns sponsor (if requested) and sends welcome letter to employee
- Ensures sponsor (if requested) sends email and welcome letter to new employee

Employee:

- Completes required HR forms
 - Meets and greets sponsor
 - Receives onboarding tools
- ### Commander:
- Incorporates organizational leadership as part of new employee swearing-in ceremony

Supervisor:

- Ensures sponsor meets employee after in-processing
- Focuses on sharing Army culture, mission and values
- Welcomes employee within organization, meets leadership
- Provides onboarding toolkits (Sponsor, Employee)

Employee:

- Learns about the Army Profession, history, culture
- Meets w/supervisor to complete performance standards/expectations
- Enrolls in Foundation CES
- Supervisors enroll in SDC
- Completes IDP with supervisor
- Identifies short / long range training requirements (CES, AR 350-1, Career Program)
- Continues to complete checklist

Supervisor:

- Identifies work requirements
- Ensures direct supervisor / manager involvement
- Provides essential training requirements

Employee:

- Completes CES requirements (Foundation course)
- Completes Army mandatory training
- Meets with supervisor for performance feedback
- Continues to receive coaching, counseling, mentoring
- Continues to complete checklist

Supervisor:

- 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

Supervisor:

- Recognizes positive employee contributions
- Provides formal and informal feedback on performance
- Coaching, counseling, mentoring
- Completes appraisal; close out onboarding model
- Reassesses and updates IDP as needed
- Awards Army Profession Certificate

Outcomes

High employee job satisfaction level

Retention of high-performing employees

Continued employee engagement and commitment

Faster time-to-productivity