

# 15E1D1 Target #2 Onboarding: Complete Standard Operating Procedures (SOP) for an FAA-wide approach that outlines a consistent corporate framework for onboarding procedures and policies. Due September 30, 2015.

Special Designations: OSI, FAA Strategic Initiatives

## Commentary (June 2015)

Updated the initial SOP draft launched March 2015 to include operating procedures on technical tours, QuickHelp video production on paperwork completion, refined the procedure on virtual orientation to include a cc on the login instructions to the receiving facility's action/administrative officer. NEXT STEPS: Soliciting feedback (July 14) from regional facilitators to issue version 2 of the SOP by July 31. Include in version 2 of the SOP procedures around use of the Standardized Firm Offer letter.

## Commentary (May 2015)

Launched initial SOP draft 03/31/2015 to cover existing program operating procedures and activities. On 05/18/2015 added new SOP sections for virtual orientation and associated coordination with facility action officers, hiring managers, new hires and HR specialists. NEXT STEPS: By 06/30/2015, add SOP sections for facility tours and senior leadership brownbag series.

## Status Table (Qualitative Metric)

Period	Actual
10/2014	Green
11/2014	Green
12/2014	Green
01/2015	Green
02/2015	Green
03/2015	Green
04/2015	Green
05/2015	Green
06/2015	Green

✓ Indicates that the item is complete.