

15E1D1 Target #5 Onboarding (CSTI Metric) - Implement 80% of the onboarding recommendations derived from the collaborative Agency analysis and the industry best practices. Due September 30, 2015.

Special Designations: Corporate STI

Commentary (June 2015)

As of June 30, reached 80.6% implementation (29 of 36 recommendations) by completing and piloting three additional checklists (AIT, LOB/SO Action Officer, Hiring Manager); launching technical tours of operational facilities (new events page allows new hires to sign up for various tours through Oct. 2015); posting an on-demand benefits webinar series to the MyFAA new employee website; creating a picture org chart linked to bios of senior leadership on faa.gov; adding additional resources to both the internal and external new employee onboarding sites.

NEXT STEPS: With respect to the remaining 7 recommendations, the second QuickHelp video STI will be posted by 7/6/2015; the new graphics frame for the Administrator Welcome Email is complete - new text will be added and submitted to AOA-1's office the week of 7/6/2015; the Senior Leadership brownbag series launch is slated for July 2015 (senior leader/topic selected - date currently in scheduling); AOC is in the requirements gather phase for the eHandbook; a draft plan for the acronym wiki has been submitted to AOC for further technical programming requirements; AHF is organizing a team to work on the Standardized Firm Offer letter template; the LOB/SO Onboarding Working Group will discuss further "day 1 readiness provisions" at the July 14 meeting.

Commentary (May 2015)

In May, implemented four new STI activities, bringing the total implementation rate to 21 of 36 deliverables (58%). On 05/18/2015 launched live, instructor-led virtual orientations with the FAA 1010 instruction and received the approved ASH insider threat/active shooter safety video and incorporated into the corporate orientation materials. On 05/21/2015 posted two new QuickHelp videos (signing up for FAA quick alerts and obtaining a FRAC token). On 05/28/2015 launched the pilot new hire lunch meetups.

NEXT STEPS: Finalize two additional QuickHelp videos and post by 06/23/2015; develop standardized firm offer letter language (06/30/2015); pilot hiring manager and LOB/SO action officer checklists (06/30/2015), launch a technical tour series of operational facilities (06/18/2015), provide phase II internal website features (e.g., events sign-up page, section for details, additional quick help videos; 06/25/2015).

Status Table (Qualitative Metric)

Period	Actual
01/2015	Green

02/2015	Green
03/2015	Green
04/2015	Green
05/2015	Green
06/2015	Green ✓

✓ Indicates that the item is complete.