

NEW FEDERAL EMPLOYEE SUPERVISOR CHECKLIST

- Ensure MyBiz hierarchy is built correctly – contact HRO for required changes
- Ensure ATAAPS is built (Air – timekeeper / Army – ensure New hire submits ATAAPS Tech Pay Form to USPFO)
- Review ATAAPS coding guide with employee
- Initiate systems access requirements
- Work center/bldg. access
- Verify employee emergency contact info
- Review Agency Policies – located on HRO website
- Review internal work center specific policies/SOPs and expectations
- Discuss work schedule/leave expectations
- Discuss conduct expectations – clarify expected work habits and ethics (behavioral competencies)
- Assist employee with access and navigation of eOPF and MyBiz+
- Review Position Description w/employee
- Explain mission and vision of organization
- Set performance expectation via MyBiz+ (w/in 30 days of hire – contact HRO for specific date requirement)
- Set goals and create training/learning development plan (HRO-HRDS can assist)

Remember to:

- Evaluate performance throughout the appraisal cycle
- Provide regular feedback

*Utilize the HRO website/Supervisor's Toolbox for helpful resources.