

New Hire Checklist

Orientation at the NRC continues after your first day. You need to be sure certain forms are completed and returned, specific self-study training is completed, and a variety of web sites are visited to learn more about the NRC and its services.

You are expected to complete (check off) the activities in this checklist during your first month at the NRC. Your office may also provide you with additional information. Don't hesitate to ask questions of your supervisor and co-workers to complete this checklist. Should you have additional questions, please contact your Human Resources Operations Service Center.

The following forms (if applicable) should be returned to your Human Resources Service Center:

- ☐ Health and Life Insurance Forms
- ☐ Beneficiary Forms
- ☐ Tax Forms
- ☐ TSP-1 Form (Thrift Savings Plan)
- ☐ Fast Start Form
- ☐ Parking or public transportation request forms (return to the Administrative Service Center in room 0-2-B2)

Ensure that you have received access to the following:

- ☐ Computer password
- ☐ Telephone voice mail password
- ☐ HRMS Time and Labor System password
- ☐ Employee Express password
- ☐ ADAMS password

The following online training is required or recommended for all employees:

- ☐ Computer Security Awareness Course (Required)
- ☐ Information Security Awareness Course (Required)
- ☐ Freedom of Information Act (Required)
- ☐ No FEAR Act Training (Required)
- ☐ ADAMS Overview (Recommended)
- ☐ Allegations Training (Required)
- ☐ HRMS Site (Must be Reviewed)
- ☐ Ethics Training (Required)
- ☐ U.S. Constitution Education and Training (Must be Reviewed)

The following classroom training is recommended for employees (if applicable):

- ☐ ADAMS for NRC Staff
- ☐ Financial Planning and TSP for New FERS Employees
- ☐ NRC: What it is and What it Does
- ☐ Reactor Concepts Course, (CR-100)
- ☐ Regulatory Process (best taken after at least six months with the agency)

Information Web Sites for New Employees: This material has been prepared for you, so you will be familiar with important information. Some information was covered during your initial orientation, and is included here for further reference. Be sure to visit each site. Please note: these sites are on the NRC intranet, and cannot be accessed without proper authentication.

- ☐ History of NRC
- ☐ NRC Organization (Organization Charts and Functional Descriptions)
- ☐ NRC's Strategic Plan
- ☐ Benefit Programs
- ☐ The IG at the NRC
- ☐ Collective Bargaining Agreement
- ☐ Occupant Emergency Plan
- ☐ The Individual Development Planning (IDP) Process Guide
- ☐ Training
- ☐ Strategic Workforce Planning
- ☐ Employee Assistance and Wellness Services
- ☐ Drug Testing Program
- ☐ Open Collaborative Working Environment & Ways to Raise Differing Views
- ☐ EEO and Diversity Information/CDMP
- ☐ Reasonable Accommodation Policy
- ☐ EEO and Diversity Policy Statement (February 16, 2005)
- ☐ Anti Harassment Policy (Pending)
- ☐ EEO and Discrimination and Complaint Process (Policy)
- ☐ Your Rights as a Federal Employee IEXIT)
- ☐ Mentoring Program
- ☐ Travel Charge Card EXIT
- ☐ Glossary of Nuclear terms
- ☐ The Nuclear Regulatory Commission Fact Sheet
- ☐ NRC: Regulator of Nuclear Safety
- ☐ NRC Technical Library
- ☐ Fitness Center
- ☐ Ergonomic Program
- ☐ Recycling Program (Greening the Government)
- ☐ The Office of Administration
- ☐ The Office of the Chief Financial Officer
- ☐ The Office of Human Resources
- ☐ The Office of Information Services
- ☐ The Office of Small Business and Civil Rights