

The background is a dark blue gradient. It features several faint, glowing wireframe spheres of different sizes. Overlaid on this are several large, white, 3D-style arrows. One large arrow points left, another points right, and a third points up and to the right. There are also some smaller, fainter arrows and lines scattered around.

# **NEO Best Practices**

*by Bob Reiher, Seattle TM*

# Why a New Employee Orientation?

- **myVA link**
  - Enhancing the employee experience
- **Defines the VA culture**
  - Unique aspects of the Regional Office
- **Addresses immediate needs of the employee**
  - Security
  - Engagement
  - Questions

# When Does Orientation Begin?

- **HR notification to RO**
  - Two weeks prior to start
- **Personal email to individual employee(s)**
  - TMS account
- **Training needs prior to arrival**
  - VA Privacy and Information Security Awareness
  - Privacy and HIPAA
  - Annual Employee Certification of Veteran Status
- **Facilitation of PIV cards and system access**

# Day 1 – Arrival on station

- **Clear signage to the Director's Office**
  - **Management staff readily present**
- **Agenda**
  - **Supervisor meet-and-greet**
  - **Fingerprinting/PIV issuance**
  - **VA Overview – mission/values/vision**
  - **SECVA video, ICARE, VACO NEO, and Lean**
  - **AFGE**
  - **ISO**
  - **SSD – travel and transit**
  - **Employee info**

# Day 2 – Final Review

- Finalize outstanding paperwork
- PIV issue
- Facility tour
- Release to divisions

# Closing Discussion

