

ONBOARDING NEW EMPLOYEES EDITION

In this issue: Interviews with participants of OW's July 10 Onboarding workshop, OW Picnic details, OW events, results of our first on-line survey, & a new poll to recognize people in your office who help new OW employees get on board.

What is the OW Workforce Council (WFC)? The Workforce Council includes staff, supervisors, and senior managers from across the Office of Water, volunteering to help OW become an even better place to work.

Rookie Year: Onboarding New Employees

By Gresham Harkless, WFC Mobility and Knowledge Management Team

Just as a rookie player needs attention and guidance throughout his or her first year to blossom into a star, new OW employees need support to get on board.

Onboarding is a term for the process of integrating new employees into an organization by providing the tools, resources, and knowledge needed to become successful.

On July 10th, the Diversity Team held a Strategic Onboarding workshop, based on a recent report by the Partnership for Public Service and Booz Allen Hamilton called "Getting On Board: A Model for Integrating and Engaging New Employees." Dan Malloy and Michele Taylor in OGWDW participated in the workshop, and gave us their thoughts about it.

Why is Onboarding Important? Dan replied, "After about nine years as a manager, the workshop was the first time Onboarding was introduced to me. What left a lasting impression on me was that 90 percent of employees decide whether or not they will stay at an organization during their first six months on the job." An Onboarding portal (website) or packet would help new employees to "feel connected to the mission of EPA, OW, their office, and the people they work with."

How do you think Onboarding helps OW meet its

mission? "Onboarding will encourage good people to stay here longer, make them more productive, and reduce turnover," Dan explained.

What is the connection between Onboarding and diversity? Dan believes effective Onboarding will help retain good folks with a diversity of experience and opinions.



Daniel Malloy,
Staff Chief

Why is Onboarding Important?

Michele told us Onboarding is important because "it is an investment in the talent of an organization." Early on, people make a decision about "whether or not it is going to be a worthwhile experience based on the individual's initial contacts." An OW Welcome Reception would give an employee an opportunity to "form relationships with peers, supervisors, and mentors across OW."



Michele Taylor,
Program Analyst

How do you think Onboarding helps OW meet its

mission? Michele explained that Onboarding lets employees take "ownership of the organization's mission, goals, and values," and they become more "effective in the long run," leading to increased "retention, productivity, and morale."

What is the connection between Onboarding and

diversity? Michele believes that Onboarding levels the playing field and offers new employees equal access for information and equal opportunity to feel welcomed.

The OW Workforce Council's Diversity Team is exploring other ways to welcome new OW employees, including an onboarding website, a new employee welcome reception, and a buddy system.

Help Others Get On Board! The Team is hosting an informal welcome reception for new employees. Please encourage new employees (less than one year in OW) to join us. For details, see the OW Events listing on the reverse.

Who's A Buddy? If someone in your office tends to help new employees get on board, recognize this Onboarding buddy in this issue's *Splash!* OW Poll, on the reverse.

Have Your Say!

Have ideas for future bi-monthly newsletters? Want to be a roving reporter? Please e-mail us at "OW Workforce Council"

Splash!

Let's Make It Interesting...

Workforce Council
Intranet Site

<http://intranet.epa.gov/ow/employeeservices/workforce/>

OW EVENTS

Work@Home Technologies Brownbag Hosted by the WFC Flexible Workplace Policies Team to help COOP essential personnel and Flexiplacers make effective use of technology. Thursday Oct 23 12 noon to 1 pm (to register, contact Renee Morris)

New Employee Welcome Reception Sponsored by the WFC Diversity Team Tuesday Nov 6 11 am to 1 pm (to register, contact Mohammed Billah) ****Tell new employees about it!****

Wellness @ Work Sessions: Get a quick workout without leaving the building & come back to work energized! Desk-Side Pilates with Marissa McInnis & Cardio at Your Desk with Karen Edwards (to register, email Surabhi Shah)

OW welcomes our new employees!

OGWDW— Kevin Roland & Sean Porse; **OWM** — Kathryn Riedlinger; **OST** — Danielle Salvaterra & Shamima Akhter; **OWOW** — Richard Mitchell & Darin Reid

Results of Our Flexiplace Poll What is the greatest benefit of Flexiplace?

Of the nearly 50 respondents, a clear majority (56%) agree that Flexiplace's biggest benefit is the ability to get work done with fewer interruptions. And 23% said Flexiplace's reduced environmental impact is its greatest benefit. About 14% chose all of the listed benefits, including increased employee morale, saving gas and nerves, balancing work and home life, and reduced need to use leave to let in a repair person. One SPLASH! reader believes the personal energy saved by not commuting could translate to increased job performance.

Take Our Next Poll Let us know what you think!

"In your office, who helps new employees get on board?" Share your thoughts on-line. We'll post the results in the next issue of *Splash!* Just click on the link: http://www.surveymonkey.com/s.aspx?sm=PmvY6aphllqIGaOL1br1lg_3d_3d

It's that time of year again — OW is hosting a picnic!

Thursday, September 25, 2008, 12:00-4:00 p.m. at Fort Hunt Park

DEADLINE TO BUY TICKETS IS SEPTEMBER 3rd !

Join your coworkers for a Red Hot and Blue BBQ picnic lunch (with veggie options of course!) and an afternoon of fun. Activities include a softball tournament, volleyball, ladder golf, egg toss, sack race and other field games, entertainment, CFC fundraising, baking contest, and a dunk tank! Location information available at

www.nps.gov/gwmp/fort-hunt.htm



Can you loan the picnic any of the following?

- Buffet Folding Tables
- Sternos
- Chafing dishes
- Large water coolers with spigots
- Regular coolers for ice

Please e-mail us at **OW-events@epa.gov** about items you can bring.

For tickets & more information, contact your office ticket coordinator!

OWM: Kelly Kunert & Katherine Hess

OGWDW: Jeremy Bauer, Kathleen Souweine, & Francine St-Denis

IO/AIEO: Janice DiPietro

OWOW: Darren Reid

OST: Anthony Humphries

Transportation: Help us stay GREEN! Carpools of 3 or more will receive parking passes. Need alternate transport from Huntington metro? Let your ticket coordinator know. Details to follow!

Tickets on Sale NOW! Available 'til September 3rd

SEEs	\$8.00
Interns	\$10.00
GS 9 & below	\$12.00
GS 10 - 12	\$15.00
GS 13 - 14	\$20.00
GS 15	\$25.00
SES	\$35.00

Many thanks to our Picnic Planning Team Volunteers! Ali Arvanaghi, Anthony Humphries, Arelia Douglas, Ashley Greene, Danielle Salvaterra, Darren Reid, Ed Liu, Gresham Harkless, James Wheeler, Jill Smink, Karen Metchis, Karen Milam, Katherine Hess, Kavonda Ramsey, Kelly Kunert, Laura Flynn, Louis Eby, Rob Wood, Ruby Cooper, Sallie McElrath, Sara Hilbrich, Surabhi Shah, Tim Jones, Ron Coleman, and William Ray.