



# U.S. Department of Commerce

## Senior Executive Service Onboarding Pilot Program

### Executive's Checklist



#### EXECUTIVE INFORMATION

Name: \_\_\_\_\_ Start date: \_\_\_\_\_  
Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

#### Day 1/Week 1

Review performance plan and meet with supervisor for initial consultation on plan content  
Register for the OPM's SES Orientation Briefing for new executives ([https://leadership.opm.gov/register\\_SES.aspx](https://leadership.opm.gov/register_SES.aspx))  
Complete any necessary training as described during the pre-boarding phase  
Meet with direct reports and staff  
Complete any paperwork and security requirements that were not completed during the pre-boarding phase  
Meet with Sponsor

#### 30 Days

##### Create Action Plan

An action plan will be developed after you have determined the vision, mission, objectives and strategies of your group. You will use an action plan to prioritize issues and ensure solutions align with the mission of the agency. The action plan can take the form of a set of strategic questions you should ask and get the answers to over time, in order to better understand the agency.

- A sample of strategic questions can be found on pages 18-20 from the "**Hit the Ground Running: Establishing A Model Executive Onboarding Program**" document located at: [http://www.opm.gov/policy-data-oversight/training-and-development/hit\\_the\\_ground\\_running\\_establishing\\_a\\_model\\_executive\\_onboarding\\_framework\\_2011.pdf](http://www.opm.gov/policy-data-oversight/training-and-development/hit_the_ground_running_establishing_a_model_executive_onboarding_framework_2011.pdf)

Complete consultation with supervisor on performance plan; sign plan and keep a copy  
Schedule meetings with key stakeholders (consult with supervisor and mentor to identify stakeholders)  
Seek out unwritten rules through discussion with sponsor  
Close out sponsor relationship  
Meet with Mentor and establish mentoring Action Plan

#### 90 Days

Create an Executive Development Plan (EDP) with supervisor  
Identify professional developmental opportunities  
Review performance objectives with supervisor  
Schedule a formal feedback session with supervisor and mentor  
Identify and meet with Coach

#### 9 Months

Schedule a formal progress review with supervisor  
Sign performance plan to confirm completion of progress review  
Revisit Executive Development Plan to assess professional development goals and track progress  
Follow-up with coach to review and assess:

- Progress in current position
- Individual development
- Action Plan
- Career goals
- Reflect on role

Attend OPM's SES Orientation Briefing (if applicable)  
Close out mentoring and coaching relationship