

Reserve

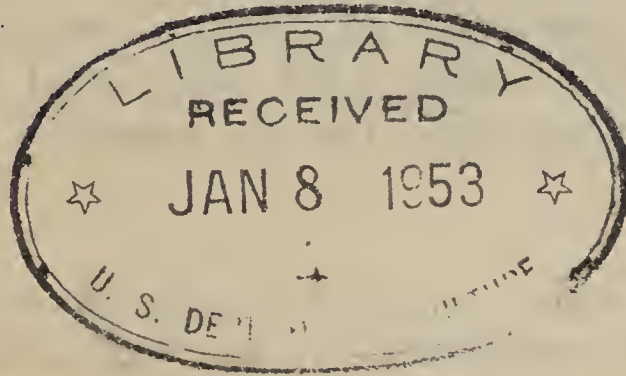
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UNITED STATES DEPARTMENT OF AGRICULTURE
 AGRICULTURAL RESEARCH ADMINISTRATION
 U.S. BUREAU OF ANIMAL INDUSTRY
 PERSONNEL DIVISION

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ORIENTATION OF NEW EMPLOYEES



_____ Station

_____	_____	_____
<i>Trainee</i>	<i>Title</i>	<i>Grade</i>

_____ Trainer

Date started _____ Completed _____

✓ BAI TRAINING GUIDE NO. 1

MAY-1951

50

GUIDE OUTLINE AND CHECK SHEET

PHASE	DATE COMPLETED
Periodic Conferences	
Introductions	
Background	
Processing of Forms	
The Dept. of Agriculture	
Our Bureau	
Our Division	
Our Station	
Your Job <i>is</i> Important	
Career Opportunities	
Your Performance	
Your Employment Status	
Probationary Period	
Your Pay	
Leave	
Hours of Duty	
Conduct	
Retirement	
Health and Safety	
Welfare	
Tools & Equipment	

TRAINER'S NOTES

PHASE AND REFERENCE	KEY POINTS
<p>INTRODUCTION</p> <p>Letter from the Chief</p>	<p>Welcome him into the Bureau. Give him the letter from the Chief and explain his interest in having employees feel that they are an important part of the Bureau family.</p> <p>All of us like to be properly introduced to all of the people with whom we work. To a new employee this is important. Introduce him to all of the employees nearby and then to all others with whom he will be frequently associated. When you introduce him BE SURE TO GET HIS NAME STRAIGHT. As you introduce him to other employees, make a single statement about what they do so he can see the relationship between his job and theirs. Prepare for him a list of all the employees and others whose names he should remember.</p>
<p>BACKGROUND and EXPERIENCE</p>	<p>Engage him in a friendly conversation. Be a good listener and let him talk about himself. Lead him to a discussion of his education, experience, family, interests, attitudes, etc. Make a note of pertinent information that will have a bearing on his work, and particularly his apparent strong points. Be alert to recognize any training needs that might be pointed up during your discussion.</p>
<p>FORM PROCESSING</p>	<p>See that the new employee has assistance in properly completing the necessary forms. Remember that he is not as familiar with them as you are and may be reluctant to ask questions.</p>
<p>SF-61 SF-57</p>	<p>The following forms should be completed on the day the employee reports:</p>

TRAINER'S NOTES

PHASE AND REFERENCE	KEY POINTS
SF-85 SF-87 W- 4 SF-1152 SF-2808 CL-322.1 CL-322.2	SF-61 - Appointment Affidavits SF-85 - Loyalty Forms SF-57 - Application (this additional copy accompanies Loyalty Forms) SF-87 - Fingerprint Chart Employee's withholding exemption certificate
	<p>Circular Letter 322.1 lists the established order of precedence of beneficiary in the disposition of lump sum benefits due to deceased employees who are covered by the U. S. Civil Service Retirement Act. Circular Letter 322.2 lists the order of precedence of beneficiary in the disposition of unpaid compensation due deceased employees. If the employee is satisfied with the established order of precedence, it is not necessary to designate a beneficiary. If some other order of precedence is desired Standard Forms 1152 and 2808 can be used for this purpose.</p> <p>Any additional forms which might be necessary will be sent to your office with necessary instructions for completion.</p>
DEPARTMENT of AGRICULTURE <i>Guide to Broader Understanding</i> <i>USDA Employees Handbook</i>	<p>Discuss briefly the history of the Department of Agriculture. Point out the broad objectives of the Department. Use the <i>Guide to Broader Understanding</i> if available to show him how the Department is organized to meet its objectives and the principal activities of the various Bureaus. Be sure to point out how the Bureau of Animal Industry fits into the picture. Give him a copy of the <i>USDA Employees Handbook</i>. Point out sections he should study carefully.</p>

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<p>BUREAU OF ANIMAL INDUSTRY</p> <p><i>Pictorial Organization Chart</i></p>	<p>The History of our Bureau is one of accomplishment. Give the new employee a brief statement about the events leading to the establishment of our Bureau. Tell him of some of the accomplishments and major contributions to the public welfare. Show him how the Bureau is organized at the present time. Tell him what the overall objectives of our Bureau are and explain briefly what each division does. Discuss our Bureau with pride so that he may begin his career with interest and enthusiasm.</p>
<p>OUR DIVISION</p>	<p>Discuss your division with the new employee. Give him a clear statement of overall division objectives. Show him how the division is organized to meet these objectives. Be sure to cover all of the functions of the division. List some of the accomplishments of the division.</p>
<p>OUR STATION OR OFFICE</p>	<p>Discuss the work at your station or office with the new employee. At how many different locations do your employees work? What type of activities do they carry on? What are the objectives of your station or office? Is the work divided into segments or separate activities? Be sure he understands the "set up" of your station or office. Be sure to relate your work to other Bureau work.</p>
<p>EMPLOYEE'S PLACE IN THE ORGANIZATION</p>	<p>Show employee how his job <i>is</i> important. Discuss his job in general terms so that he can see how it contributes to service to the public through the protection and development of the livestock industry or by the wholesomeness of meat products, etc. Be sure to provide the link between his job and the end product of the Bureau. By such an explanation his job will take on added importance.</p>

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<p>CAREER OPPORTUNITIES IN THE BUREAU</p> <p><i>Career Opportunities for Graduate Veterinarians</i></p> <p>CL-413.1</p>	<p>Explain the career program of the Bureau. Show him how the career ladder works for his type position. Explain to him <i>without</i> making any commitment what his possibilities are from normal turnover. List and discuss some of the benefits that a career in BAI offers. (If the employee is a veterinarian, give him a copy of <i>Career Opportunities for Graduate Veterinarians in the Bureau of Animal Industry</i>). Give him a copy of Circular Letter 413.1. Try to answer any questions he may have in connection with career opportunities.</p>
<p>HIS PERFORMANCE</p>	<p>Every employee likes to know how his performance measures up to what is expected of him. Of course this requires, first of all, a common understanding between the supervisor and employee as to what the job is. This understanding should be in simple job terms that cannot be misunderstood. Perhaps at this point you will want to state that the supervisor will explain fully what the job is, what the performance requirements are and how his performance will be evaluated. This can be handled in detail by the supervisor as he instructs the employee in how to perform the job.</p>
<p>HIS EMPLOYMENT STATUS</p>	<p>Every employee is entitled to know the tenure and status of his employment. Be sure to explain whether his employment status is:</p> <ul style="list-style-type: none"> - Probationary leading to competitive Civil Service status - Excepted - Indefinite - Temporary

TRAINER'S NOTES

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<p>SF-50 8 FMAR, Chapter 7 Sec. 6</p>	<p>and explain the meaning of his tenure and status. His tenure and status may be found in block No. 19 of SF-50, Notification of Personnel Action.</p> <p>It is essential that employees be fully informed of the Bureau policy concerning outside employment. More important, they must be informed of the prohibition against holding employment in more than one Federal position at the same time. Regulations regarding dual compensation are contained in 8 FMAR, Chapter 7, Section 6.</p>
<p>PROBATIONARY PERIOD</p>	<p>Explain what a probationary period is. Explain that it is a trial period and is a continuation of the examining process. Be sure to explain how long the probationary period will last.</p>
<p>CL - 49.24</p>	<p>Assure the new employee that he will be given the necessary training and every opportunity to perform his job. Inform him that his suitability for retention in Bureau service will be determined before the expiration of the probationary period. (Circular Letter 49-24 contains instructions regarding the use of supervisors evaluation report for this purpose).</p> <p>Employees who are found to be unsuitable for the job during the probationary period should be separated. You will of course, explain fully to the employee how he failed to meet the requirements of the position. If action is taken before the expiration of the probationary period, it is as simple as recommend-</p>

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	<p>ing the separation of the employee to the Washington office. Your recommendation must be supported by a concise statement showing wherein the employee has failed to meet the requirements of the position.</p>
<p>EMPLOYEE'S PAY</p> <p>T-95</p>	<p>The employee will be interested in his pay. Explain to him what his pay will be - gross, deductions, and net. Explain what deductions are made and how these figures are shown on Form T-95. Explain to him the 12-day lag in receiving his check so that he can know when to expect it. Explain periodic pay increases and the time between such within grade increases. Explain the payroll savings bond plan and his optional participation. If occasional overtime will be required explain what his rate will be.</p>
<p>LEAVE</p> <p>8 - FMAR</p> <p>Chapter 30</p> <p>CL - 2992</p> <p>CL - 329.1</p> <p>SF-71</p> <p>T-95</p>	<p>Explain the leave privileges of his employment. Explain the types of leave, the amount of leave, how it is earned and how it may be requested. Be sure to explain the purpose of leave and how it may be used to advantage by planning its use. Explain how Form T-95 is used to record leave and how his copy will show his current leave balance.</p>
<p>HOURS OF DUTY</p>	<p>Explain to the new employee what hours he will be expected to work. What is the starting hour and the closing hour? When and how long is the lunch period? Does he work irregular shifts or tours? Explain which days are established holidays. Emphasize the importance of being on time ready for work at the appointed time.</p>
<p>CONDUCT</p>	<p>Explain to him that as a Federal employee he will be under continuous scrutiny by the public.</p>

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<p>CL - 2909</p> <p>8 - FMAR Chapter 55</p> <p><i>USDA Employee's Handbook</i></p>	<p>In many cases he will be the only contact some private citizens have with the Bureau or even the Department of Agriculture. Consequently they will formulate opinions of the Bureau and the Department as a result of his conduct. The employee's conduct should be exemplary and he should typify the Bureau's desire to serve the public well. Explain what type of activity is prohibited by law. Review Chapter 55, 8 FMAR and point out specifically what he may or may not do.</p>
<p>RETIREMENT</p> <p>CL - 322.1</p> <p><i>USDA Employee's Handbook</i></p> <p>Social Security CL - 322.3</p>	<p>If his type of employment entitles him to membership in the United States Civil Service Retirement System, a certificate of membership will accompany his appointment papers to your office. Give him this certificate and explain the retirement plan. Show him what deductions will be made from his check. Explain under what conditions refunds are made and when and how additional contributions may be made to the retirement fund. Ask him to compare the benefits from our retirement system with those of any other system he knows.</p> <p>Instructions regarding employees covered by Social Security may be found in Circular Letter 322.3</p>
<p>HEALTH AND SAFETY</p> <p>CL - 3039</p> <p>CL - 3069</p> <p>CL - 3074</p> <p>CL - 49.30</p> <p>CL - 233.1</p>	<p>Point out to the employee that the Bureau takes a positive stand on safety and that he has a responsibility to keep physically fit and to prevent injury to self and others. Explain his responsibility to call attention to hazards, use safety devices provided, and to cooperate with other employees to prevent accidents. Adequate and proper clothing should be worn and</p>

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<p>8 FMAR Chapter 50</p>	<p>tools and equipment maintained and used in such a way as to prevent injury to others. Insist that he report all injuries. He should be reminded that even though an employee may qualify for compensation on a service-connected injury, compensation does not relieve pain. Emphasize that he owes it to himself and his family to work safely.</p>
<p>EMPLOYEE WELFARE</p> <p>Housing, Transportation, Schools, and Churches</p> <p>CL - 2904 CL - 3011</p>	<p>Your discussions give you an opportunity to get pretty well acquainted with the new employee. As an added consideration, perhaps you can contribute to his personal welfare. If he has need of information about housing, transportation, schools, the church of his choice, and similar material may be you can suggest sources of information. Tell him about USDA Credit Unions if available. Convince him you are interested in his welfare. Such interest will pay dividends in terms of employee performance and satisfaction. Give him the letter regarding life insurance in the Department of Agriculture Beneficial Association.</p>
<p>EQUIPMENT</p>	<p>Does the new employee need a badge, equipment or supplies? If so, point out to him what he will need and advise him as to sources from which they may be secured.</p>

SUGGEST TO THE NEW EMPLOYEE THAT HE DISCUSS ANY PROBLEMS WITH HIS SUPERVISOR, BUT ASSURE HIM THAT YOUR DOOR WILL BE OPEN TO HIM AT ANY TIME.

ORIENTATION TRAINING REPORT

Station

Chief _____ Division
Bureau of Animal Industry
U. S. Department of Agriculture
Washington 25, D. C.

Dear Sir:

I would like to report that _____
Employee

_____, _____
Title *Grade*

has received **ORIENTATION TRAINING** in accordance with the
guide developed for this purpose. This training was begun
_____ and completed _____.

Trainer

Inspector in Charge

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