

Activities & Touchpoints

(New Employee)



Before
EMPLOYMENT

Pre -START

Day 1
Morning 9:15am

Day 1
Afternoon

30 Days

60 Days

90 Days

After 90 Days

ACTIVITIES

- Apply for position
- Phone interview, in-person interview, etc.

Touchpoints

- Job portal
- Recruiter

ACTIVITIES

- Accept offer
- Complete necessary paperwork
- Receive phone call from manager/leader
- Receive letter from Paul (ACS) and Andy (Allegis) to home?

Touchpoints

- Recruiter
- Pre-onboarding formalities mail
- Offer discussion call

ACTIVITIES

- Badge Picture
- New Hire Welcome (9:30am-11:45am)
 - Overview history
 - Mission
 - Values
 - Guiding principles,
 - Benefits
 - Dress code
 - StriveNet
 - Degreed
 - Cornerstone Strengths
- Receive Badge 11:45am
- Meet Buddy - lobby 11:45am

Touchpoints

- Kayla (running New Hire)
- Onboarding buddy

ACTIVITIES

- Lunch with buddy 12noon
- Arrive at Desk 1:15pm
- Meet manager & team
- Tour of building
- Managers discretion for afternoon –(expectation meeting, Degreed Week 1, Allegis Enterprise)

Touchpoints

- Onboarding buddy
- New manager
- New team members

ACTIVITIES

- Degreed pathway (first section week 1-4)
- 7 Day Survey
- Strengths assessment, register for training
- Regular check ins with manager (weekly)
- D&I conversation with council member
- 30 Day Survey

Touchpoints

- Manager
- Onboarding buddy
- Team members
- D&I council member

ACTIVITIES

- Continue working through Degreed pathway
- 60 day check-in
- Paring with mentor?
- Field office visit
- Relationship-building & Customer Experience registration
- Regular check ins with manager (weekly)

Touchpoints

- Manager
- Onboarding buddy
- Team members
- Mentor

ACTIVITIES

- Complete Degreed pathway
- 90 Day Glint Survey
- Regular check ins
- 90 Day Graduation (quarterly) over lunch

Touchpoints

- Manager
- Onboarding buddy
- Team members
- Mentor

ACTIVITIES

- Strengthfinder training
- Allegis New Hire Summit – Afternoon: CSR event?
- 6 Month Glint Survey
- 1 Year Glint Survey
- Customer Experience
- Relationship Building
- Headshots – 1 Yr
- Anniversary Gift
- Department/Committee Fair – biannually

Touchpoints

- Manager
- Team members
- Mentor