New Hire Guide for completing New Hire Questionnaire and OF-306

Step 1: Accept the Tentative Offer

Tentative Job Offer

To continue the onboarding process, the National Institute of Standards and Technology needs you to complete additional actions in order to determine your suitability for the following position:

After reviewing the details of the offer you received, please indicate your acceptance of the conditions of employment by electronically providing your response to the offer below. For questions regarding your offer, select the *Request to be Contacted* option below or directly contact the Human Resources point of contact identified in your offer.

I,   :

- ● Accept
- ○ Decline
- ○ Request to be Contacted

To continue the process, click Continue below. You will be prompted to log in to USAJOBS using Login.gov, and then you will be able to complete onboarding tasks.

[Continue]

Click Continue and this will be your next screen:

Welcome,

You have been tentatively selected for the position of   with the **National Institute of Standards and Technology**. Human Resources requires that certain information be collected and verified prior to a formal offer being made; therefore, a number of tasks have been assigned for you to complete. After you receive the formal offer from Human Resources, additional tasks will be assigned to facilitate a successful and timely entrance on duty.

The assigned tasks will provide you instructions on:

- Gathering your personal information
- Viewing, signing, and submitting various entrance-on-duty forms
- Completing external actions required for the position for which you were selected
- Completing required training courses
- Uploading required supporting documentation

If you have questions about your assignments, click the Help Center link at the top of the screen to access online help or contact one of the Human Resources contacts listed on the Contact Us page.

Click **Start** to begin the process.

[Start]

Click Start and you will see this Task page:

Step 2: Complete the New Hire Questionnaire first. That will populate the information on the OF-306 for your electronic signature. When you click to Complete New Hire Questionnaire, your screen will look like this:

Step 3: Complete each Questionnaire within this task, mark the Completion Date, and Close. Once you have completed the New Hire Questionnaire, you will need to click the Task for Complete OF-306.

Tasks

⭘ = Incomplete   ✅ = Complete

The tasks below have been assigned by Human Resources to communicate the required information and actions necessary for you to enter on duty. Click the **Task Name** for each individual task to view the instructions provided by Human Resources and mark the task as complete. Some tasks have quick links that allow you to **Start** or **Continue** working on the task. Note the due date for each assignment, and track your progress by referencing the completed date.

Task Name	Due	Completed
✅ Complete New Hire Questionnaire		09/28/2021
⭘ Complete OF-306	10/03/2021	

Click on the Form Name:

Task Details

⭘ = Incomplete   ✅ = Complete

Task Name
Complete OF-306

Instructions
Dear Applicant,

Please complete the OF-306 - Declaration for Federal Employment

The information collected on this form is used to determine your acceptability for Federal and Federal contract employment and your enrollment status in the Government's Life Insurance program. You may be asked to complete this form at any time during the hiring process. If you are selected, before you are appointed you will be asked to update your responses on this form and on other materials submitted during the application process and then to recertify that your answers are true. All your answers must be truthful and complete.

Form Name	Next Action
⭘ OF 306: Declaration of Federal Employment	Review, Sign, and Submit Form to HR before First Day

Completion Date

[📅]

Close

You will see this screen pop up:
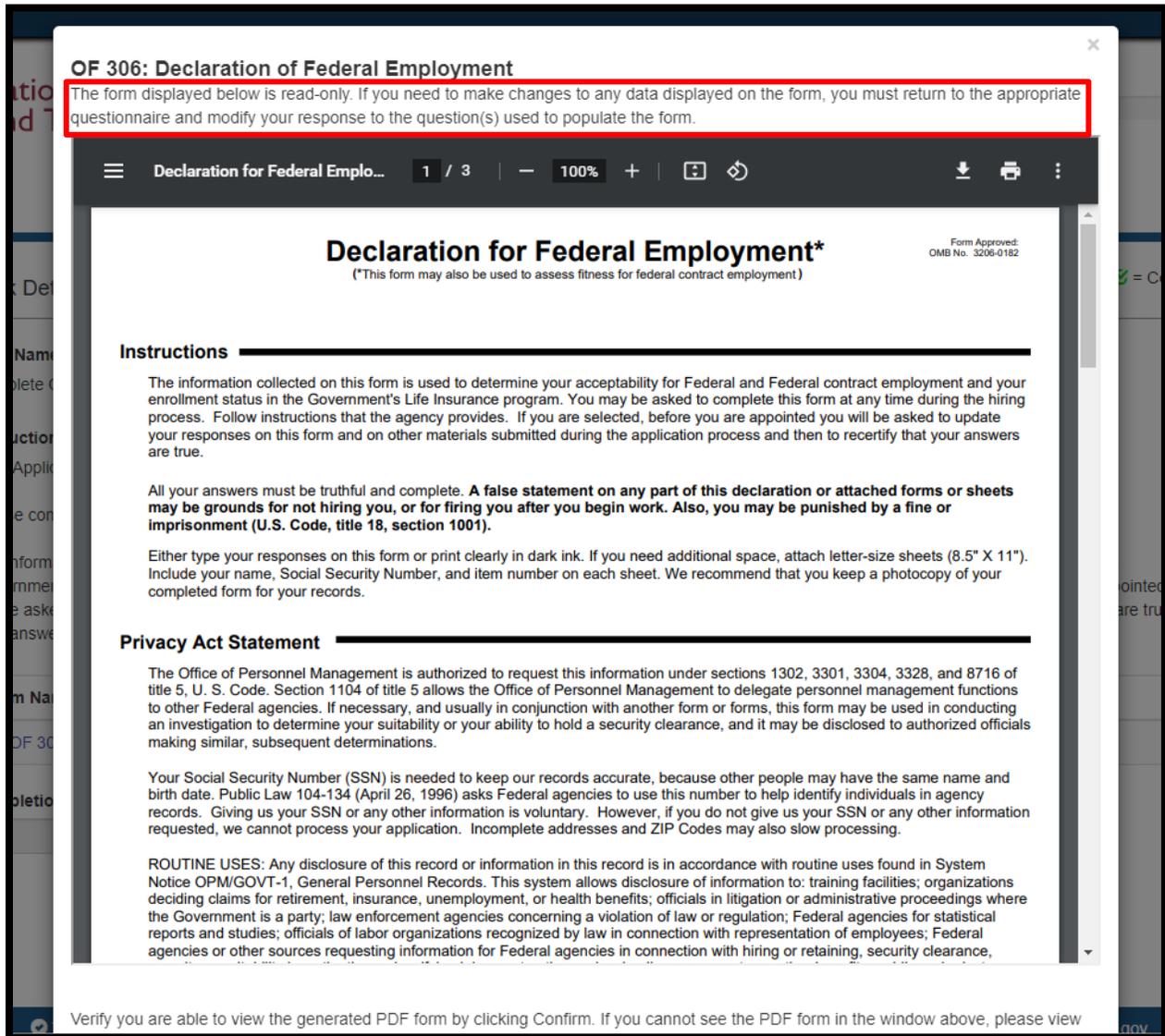
The form is read-only because it is pre-populated with the answers you provided in the Questionnaires. If any information on the form is incorrect, then you need to correct the appropriate Questionnaire and come back.

Step 4: Scroll to the bottom of the screen and verify if you are able to view the form by clicking Confirm.

Once you click Confirm, it will then have a button to Sign and Submit.
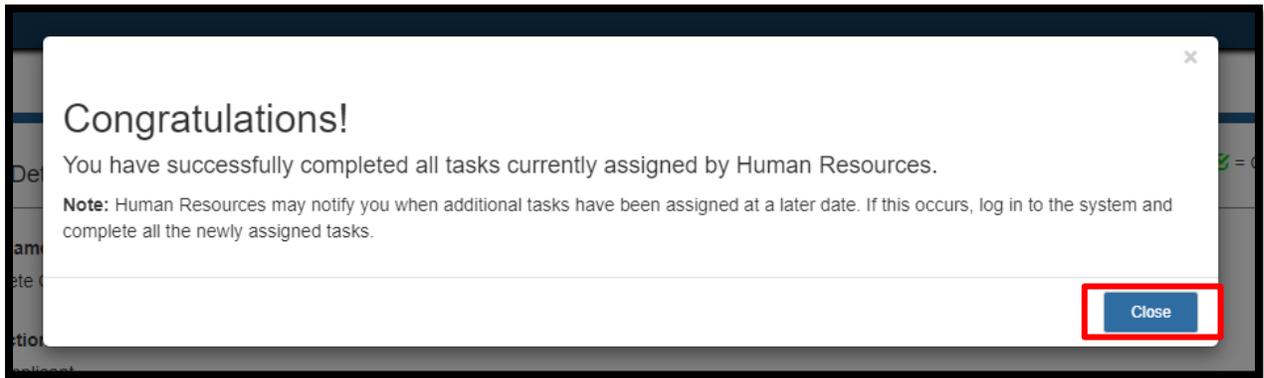
Step 5: Click Sign and Submit. This will electronically sign the form for you.

Step 6: Review the information on the next screen and click I Agree if you agree.

You will receive another pop-up screen that will say this:

You can Close and then your Task page should look like this:

You have completed your tasks and they are now ready for Human Resources to review!