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.

- [ ] 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.

Click Continue and this will be your next screen:

Welcome, [Name]

You have been tentatively selected for the position of [Position] 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.
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.

Click on the Form Name:
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:

![Congratulations!]

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

![Tasks]

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