

ATTEND ORIENTATION FOR STAFF

DESCRIPTION

This page provides the information about the orientation for [IBRD](#) and [IFC](#) staff.

All staff on open, term, and regular appointments at HQ attend a **Getting Settled** session on the first day of their employment.

IF YOU ARE NEW TO THE WORLD BANK GROUP

Your first day at the Bank Group is reserved for the Getting Settled session. This session has been designed to:

- mark your official entry-on-duty (EOD)
- support your transition to Washington, D.C., if you are new to the area; and
- provide you with an overview of business and information systems.

The Getting Settled session will be held in **Room G3-080** in the Bank's G Building at 1776 G Street, NW. The program starts at 8:45 a.m. and ends at 5:00 p.m.

For IBRD staff, HR Operations will coordinate on when to attend the Getting Settled session.

For IFC staff, the respective HR Client Services team will be the point-of-contact.

New staff joining IFC will be invited to a five-day induction program. If the staff member is reporting for duty in a country office (CO), s/he should consult with his/her manager for more information. CO orientations differ by location.

A few weeks after the Getting Settled session, the Onboarding Program team will contact you to attend a **mandatory two-day new staff orientation program**. This program will familiarize you with the organization; its mission, strategy, and culture; and provide you with an opportunity to meet other new staff joining the Bank Group.

IF YOU HAVE PREVIOUSLY WORKED WITH THE BANK GROUP

If you have attended the orientation program in the past, are changing staff appointments, or have been with the Bank Group for more than six months, you are required to attend only the morning session of Getting Settled for benefits and visa services.

This will be held in **Room G4-001** in the Bank Group's G building at 1776 G Street, NW. You can report to your unit thereafter.

For IBRD staff, HR Operations will coordinate on when to attend the Getting Settled session.

For IFC staff, the respective HR Client Services team will be the point-of-contact.

ORIENTATION FOR IBRD STAFF

- 1 HR Operations:
 - contacts the candidate to confirm the EOD date and ensure that it coincides with the date on which the Getting Settled session is held, if the staff member is reporting for duty at HQ.
 - enters the staff member's EOD date in the system and registers him/her for the orientation program.

- 2 Staff should:
 - complete the F00015, F01194, F01198, and F01604 forms by clicking the link in the Letter of Appointment (LOA) sent to them. Follow the instructions in the forms for submission.
Note: If you do not submit the forms through the system before EOD or want to make changes, contact HR Operations for assistance. All forms must be submitted within 60 days from the EOD date.
 - report to orientation on the EOD date, unless hired directly by a country office.
 - bring legible copies of the [required documents](#) with them to the first day of orientation. A basic translation should be provided for non-English documents.

ORIENTATION FOR IFC STAFF

- 1 Hiring Manager/HR contacts the candidate to confirm the EOD date and ensure that it coincides with the date on which the Getting Settled session is held, if the staff member is reporting for duty at HQ.

- 2 HR Client Services team ensures that the candidate joins on the date on which the Getting Settled session is held, and the hiring manager confirms the EOD date.

- 3 The talent acquisition team enters the staff member's EOD date in the system. The HR Client Service team registers the staff member for the orientation program.

- 4 Staff should:
 - complete the F00015, F01194, F01198, and F01604 forms by clicking the link in the Letter of Appointment (LOA) sent to them. Follow the instructions in the forms for submission.
Note: If you do not submit the forms through the system before EOD or want to make changes, contact HR Operations for assistance. All forms must be submitted within 60 days from the EOD date.
 - report to orientation on the EOD date, unless hired directly by a country office.
 - bring legible copies of the [required documents](#) with them to the first day of orientation. A basic translation should be provided for non-English documents.

REQUIRED DOCUMENTS

- Signed LOA, if not already submitted to HR Operations
- Original **passport** for you and all your dependents (required for non-U.S. citizens and recommended for U.S. citizens)
- A copy of the **Certificate of Naturalization**, if you are a naturalized U.S. citizen
- **I-94**, small white paper usually stapled in passport by the U.S. immigration official at the port of entry in the U.S., for you and your dependents (not applicable for U.S. citizens or U.S. permanent residents)
- Copy of valid **Employment Authorization Card** if you are starting employment with an F1 or A1/A2 dependent visa
- A copy of the **U.S. Social Security number** for you and all your dependents, if issued
- The **U.S. Permanent Resident card (Green Card)** and expiration date for you, your spouse or domestic partner, and all your dependents who are U.S. permanent residents
- Copy of your **marriage certificate** (with English translation, if possible), if applicable
- Copy of **birth certificates** for you and all your dependents (with English translation, if possible)
- If you employ a **domestic employee holding a G5 visa**, a copy of his/her passport with G5 visa stamp, I-94 for him/her, as well as a copy of the employment contract.
- A U.S. **bank account number and address** for direct deposit of your paycheck. If you are relocating from outside the U.S. and do not have this yet, you will have the opportunity to open a [Bank-Fund Staff Federal Credit Union](#) bank account on the first day of orientation.