



Checklist

Welcome! Your first few weeks will be of intensive learning as you discover how to function effectively in your unit, your work program, and your team. You are responsible for your own success. Human Resources, your unit, and your team will support you all the way. Keep in mind that the World Bank Group is a large and complex organization in constant change and evolution and everyone is in constant need to adapt.

Use this Checklist to learn the basics and get settled into your new role. Note that other topics of your interest may not be listed here. It is important that you identify with your supervisor additional learning needs, relevant to your work and effectiveness. Remember, you are in control, so take the driver's seat for this journey.

WEEK 1

The very basics; understand your benefits, how to navigate the institution, use its systems, and getting settled in Washington DC.

LEARNING	TOPICS COVERED	CONTACT
Getting Settled		
Staff Security: Emergency contacts; Snow Line; Evacuation Procedures	Staff Security, Emergency Contacts, Travel Advisory.	http://security
Medical Benefits for Headquarters	Find a doctor. Information about the Medical Insurance Plan – AETNA	http://www.aetna.com
MyHR	WBG Human Resources main site	http://myHR/
MyHRSS	Self-Service main site	http://myHRSS/
HR Operations	Tools and services on processes for payroll statement, personal profile, taxes, visas etc.	http://hroperations
HR Forms	Listing of HR forms	http://hrforms
People pages and World Bank Directory	WBG Directory	https://newintranet.worldbank.org/people
Computers, WB Intranet, Lotus Notes email	On-line and face-to-face information technology, standard software, IRIS training	http://its
Global Support Center/Remote connectivity	Connect remotely to WBG systems	https://worldbankgroup.sharepoint.com/sites/ITS/remotework/Pages/index.aspx
Library Network	Libraries and resource centers	http://library
Leave and Attendance Systems (LARS)	Leave and Attendance Recording System	http://lars
Time Recording System (TRS)	Time Recording System	http://trs
Electronic Archives: WB Docs systems	Electronic Archives and Records Management	https://worldbankgroup.sharepoint.com/sites/ITS/DIS/Pages/Archives,-Information-&-Records.aspx
Credit Union (BFSFCU)	World Bank Fund Staff Federal Credit Union	http://bfsfcu.org/
World Bank Family Network (WBFN)	Activities and support for spouses, partners, family	http://www.wbfn.org
Global Corporate Solutions	Parking, commuting to work, courier, MetroCheck, travel services, etc.	http://gcs
Global Mobility Services	Advice, information and referrals on relocation (housing, education, child care) and field assignments	https://gms.worldbank.org
Health Services Department (HSD)	Travel Health Services; health concerns and services at Headquarters	http://hsd
By Your Unit or Supervisor/Team		
Ready on Day 1: basic set up	Ensure there will be an office, a computer, a telephone, a Lotus Notes account ready.	Supervisor or hiring unit



Onboarding

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MONTH 1

The World Bank Group, its mission and values; how you fit into the organization and what the institution expects of you. Most **LEARNING** takes place at the Onboarding Program. In your first month, you must have conversations with your supervisor about your work program, expectations, and resources. Knowing about other WBG services and information will make your life easier. You will be invited to attend Orientation in your first two months.

LEARNING	TOPICS COVERED	CONTACT
At New Staff Orientation		
Onboarding Program	Website for new staff joining the Bank	http://onboarding
The World Bank Group (WBG) history, organization	World Bank History; Organizational Charts, Acronyms, Mission Statement, Directory	http://intranet.worldbank.org ; http://intranet.worldbankgroup.org ; http://www.worldbank.org
International Center for the Settlement of Investment Disputes (ICSID)	International Centre for Settlement of Investment Disputes, a WBG multilateral agency	http://icsid.worldbank.org
International Finance Corporation (IFC)	International Finance Corporation internal website, WBG multilateral agency	http://ifc.org
Multilateral Investment Guarantee Agency (MIGA)	Multilateral Investment Guarantee Agency, a WBG multilateral agency	http://www.miga.org/
Career Development	Career Management and Development	http://CareerDev/
Open Learning Campus	Staff Learning	http://OLC/
Leadership Development	Leadership & Management Development	http://Leadership/
Mandatory e-learning	Learning to be taken within 30 days of employment: 1. Living Our Values 2. Attainin a Cyber-SAFER World Bank Group 3. Access to Information 4. Social Media Engagement 5. Preventing and Addressing Sexual Harassment at the World Bank Group	http://olc http://thinksecurity http://accesstoinformation
WB Treasury	How the WB raises and uses money	https://worldbankgroup.sharepoint.com/sites/wbunits/treasury/Pages/index.aspx
Conflict Resolution System	Internal Justice Services; Respectful Work Place Advisors; Ombuds Services; Mediation Services	http://crs ; http://ombudsman ; http://mediation ;
Diversity, Culture, & Inclusion	The Office of Diversity Programs aims at a WBG culture that is inclusive - that values differences and uses them as strategic business assets in carrying out our global mission of poverty alleviation	http://diversity
Ethics and Business Conduct (EBC)	Office of Ethics and Business conduct (EBC) aims to build staff capacity at resolving business conduct issues. It helps staff members understand their ethical obligations to the WB as embodied in its Core Values and the various rules, policies, and guidelines	http://ethics
Integrity (INT)	Investigating fraud, corruption, collusion, coercion and obstruction and pursuing sanctions related to these sanctionable offenses in WBG-financed activities.	http://integrity
Taxes	U.S. tax-related information on WBG compensation	http://TaxPortal/
By Your Unit or Supervisor/Team		
Office resources and contacts	Conference Rooms, Mail Room, Supply Room, Pantry, Cafeterias, shuttles. Printers, Copiers; Keys, Access ID card and codes for building and specific areas	Administrative Champion
Passwords	Passwords, passkeys, token	Administrative Champion
Medical Benefits for Country Office	Medical Benefits Plan (MBP)	http://MBP
Work program	Get task handover information. Identify key role contacts	Supervisor
Results Agreement with my supervisor	Discuss first 6 months Results Agreement with supervisor	Supervisor http://performance
Business Cards	Ordering business cards	http://eservices
Department/Unit IO and Charge Codes	What, where and how to charge expenses to work program or unit budgets	Discuss with Administrative Champion



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In the Intranet or WB Systems		
BankQuest	Room Locator for WBG Washington, DC Buildings	http://bankquest
Bulletin Board	Classified advertisement about housing, household items, automotive, miscellaneous services, parking	http://bulletinboard
Travel Policies and Services	Travel Management, Policies and Services	http://travel
Millennium Development Goals (MDG)	The Millennium Development Goals	http://www.worldbank.org/mdgs/
Operational Policies and Country Services (OPCS)	Operations Policy & Country Services Network	http://opcs
The World Bank Group A to Z	Book "The World Bank Group A to Z"	http://elibrary.worldbank.org/doi/pdf/10.1596/978-1-4648-0484-7
Domestic Abuse Prevention	Domestic Abuse Prevention Program	http://domesticabuse

MONTH 6

You have now come a long way in your ability to navigate the WBG and be effective in your work. There is now more time to find out about and to provide some corporate contributions beyond your immediate work program. In addition, with your understanding of the context of your work, you are ready to learn in more depth about World Bank Operations.

LEARNING	TOPICS COVERED	CONTACT
By Your Unit or Supervisor/Team		
Performance Review	Check-in with your supervisor about your work program progress	Supervisor
Identify critical job competencies and Develop learning & development plan	Overall Performance Evaluation (OPE) system	Supervisor http://performance
In the Intranet or WB Systems		
Community Connections Program	Workplace giving, volunteerism, asset donations, disaster relief drives, grant programs, toy and toiletry drives, and an internship program for students from local public high schools.	https://worldbankgroup.sharepoint.com/sites/wbsites/CCP/Pages/index.aspx
Fundamentals of Bank Operations Training	Institutional learning program aimed at improving WB staff capacity to advance the Bank's mission of fighting poverty. Designed to help Bank staff master core development concepts and frameworks, and gain experience with their application	https://worldbankgroup.sharepoint.com/sites/wbunits/opcs/Pages/pc/Operations-learning-08072018-111655/Operations-Learning-09042018-130054.aspx
Staff Manual	HR Staff Manual	http://staffmanual
Operational Manual	Operational policies, bank procedures, and interim instructions to staff on the conduct of Bank operations	http://opmanual

