

WRAG's Philanthropy Fellows: Building the Next Generation of Grantmakers

Sample First Day Orientation Checklist

This sample checklist provides suggestions on how to ensure that your Philanthropy Fellow is fully oriented to his/her new position and integrated into the organization. Please modify to fit your needs.

Welcome Your Fellow & Complete Necessary Paperwork	<input type="checkbox"/> Supervisor welcome and overview of first day <input type="checkbox"/> Complete emergency contact info <input type="checkbox"/> Read and sign confidentiality statement <input type="checkbox"/> Complete necessary tax documents <input type="checkbox"/> Other _____
Give Your Fellow a Tour of the Office	<input type="checkbox"/> Staff introductions <input type="checkbox"/> Office tour (rest rooms, kitchen, supply room, etc.) <input type="checkbox"/> Copier location and orientation <input type="checkbox"/> Mail room and postage machine <input type="checkbox"/> Computer login procedures <input type="checkbox"/> Phone system orientation <input type="checkbox"/> Other _____
Host a Welcome Lunch or Meeting with Colleagues	<input type="checkbox"/> Organization history, philosophy, goals, culture, and purpose <input type="checkbox"/> Overview of organizational structure and staff roles <input type="checkbox"/> Other _____
Meet to Discuss Specifics of the Fellowship and Working with You	<input type="checkbox"/> Overview of semester/year, including work plan, weekly check-ins, evaluation schedule, staff meetings, etc. <input type="checkbox"/> Overview of office conduct, dress code, and procedures for calling in when absent <input type="checkbox"/> Other _____