



ENCORE FELLOW PROGRAM

On-Boarding/Orientation Considerations

Getting Settled

- Designated work space with appropriate equipment and supplies on site.
- Communication/network access if working remotely.
- Understanding of workplace policies and procedures as it relates to Encore Fellows responsibilities (operating hours, mileage reimbursement, expense reporting, parking pass, name badge, business cards, etc.)
- Set up monthly stipend payment process based on organization's policies
- Location of and become familiar with key documents and resources – who to contact with questions.

The Organization

- Understanding of the history, mission, and values of the organization.
- Understanding of the organization's programs and services.
- Understanding of the organization's strategic plan, goals and objectives
- Set up introductions or structured get acquainted sessions for the Encore Fellow with:
 - Executive Director/CEO
 - Senior Leadership
 - Board of Directors
 - Staff
- The Encore Fellows role is recognized and understood in the organization.

The Project

- Develop Statement of Work with Encore Fellow and appropriate staff
- Set up regular communication channels for the Encore Fellow to interact with staff and check-in on project deliverables.
- Understanding of how the goals and objectives outlined in the Statement of Work align with the organization's goals and objectives
- Understanding of the community need the Encore Fellow's project will be addressing.
- Are there training opportunities to develop and strengthen the knowledge/skills for the Encore Fellow to successfully carry out the project.

The Community

- Understand the community the organization serves.
- Understand the different cultures, other organizations and political structures operating in the community.
- Set up introductions with key community stakeholders/partners as it relates to the Encore Fellows project.