



## NYSPHC Fellow Onboarding Checklist

### FELLOW INFORMATION

Name: \_\_\_\_\_ Start Date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**This checklist is provided to New York State Public Health Corps Program Fellows and their Host Supervisors. This form should be used as a tool to guide the new Fellow through their first two weeks of their Fellowship. In collaboration between the Fellow and Host Supervisor, this checklist should be considered a ‘living document’ during the introductory/orientation period of the position.**

### TRAINING AND ORIENTATION

All New York State Public Health Corps Fellows will complete trainings and onboarding activities as required by Public Consulting Group, the New York State Public Health Corps Program, and your host organization. Orientation trainings must take place during the introductory/orientation period.

#### PRIOR TO THE FIRST DAY- HOST SUPERVISORS SHOULD COMPLETE THE FOLLOWING:

- Confirm start date, time, location and point of contact for the first day with the Fellow.
- Provide parking information.
- Establish regular work schedule (daily work hours and remote days if applicable).
- Assign a workspace and computer (desk, chair, work phone).
- Acquire employee access to necessary internal systems/operational needs (e.g. Key fobs, email address, computer password, printers, shared documents, Electronic Health Records, etc.).
- Submit purchase request form for any outstanding equipment needs to [NYSPHCrequest@health.ny.gov](mailto:NYSPHCrequest@health.ny.gov).
- Ensure building access for the first day.
- Suggested: create a “welcome packet” specific to your agency, send a “new hire” announcement to appropriate staff, schedule meeting(s) for new employee with key colleagues that they will be working with.

#### FIRST DAY- HOST SUPERVISOR AND FELLOW SHOULD COMPLETE THE FOLLOWING:

- Meet and greet with supervisor & tour of the facility (restrooms, emergency exits, printers/copier, files, supplies, etc.).
- Cover critical points of policies, protocols, and administrative procedures.
- Discuss the concept of HIPAA & business confidentiality.
- Go over NYSPHC Fellowship Handbook.
- Discuss Host Organization Information (SharePoint, organizational chart, workplace policies, program workplan, communication expectations).
- Provide any additional onboarding resources applicable to your organization (e.g. map, list of local businesses, etc.).

**WEEK 1**

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| <input type="checkbox"/> Creating a Foundation for Success | <ul style="list-style-type: none"> <li>• Complete and sign onboarding paperwork provided by Public Consulting Group (PCG)</li> <li>• Informal Daily Check-ins with Supervisor</li> <li>• Staff Introductions and Tours</li> </ul> | <ul style="list-style-type: none"> <li>• Review Position Information (<i>see below</i>)</li> <li>• Review Computer &amp; Electronic Resources (<i>see below</i>)</li> <li>• Note NYSPHC Public Health Essentials and/or BEAM Cohort</li> </ul> | <ul style="list-style-type: none"> <li>• Review Administrative Procedures (<i>see below</i>)</li> <li>• Note NYSPHC Mentor Cohort</li> <li>• Attend NYSPHC orientation</li> <li>• Attend PCG Orientation</li> </ul> |
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**WEEK 2**

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| <input type="checkbox"/> Introduction to Initial Job Responsibilities | <ul style="list-style-type: none"> <li>• Informal Daily Check-ins with Supervisor</li> <li>• Create a Formal Schedule for Check-ins with Supervisor</li> </ul> | <ul style="list-style-type: none"> <li>• Review “snapshot” of Each Program in Fellow’s Purview</li> <li>• Discuss Fellow’s Role in Context of Overall Program</li> </ul> | <ul style="list-style-type: none"> <li>• Identify and Shadow Colleagues to Provide Context</li> </ul> |
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**COMPLETION WITHIN THE FIRST 6 MONTHS**

The following should be achieved:

- Review and sign NYSPHC Job Duties Form with supervisor (within one month of starting position)
- Complete first required Certificate Program (Public Health Essentials or Building Expertise in Administration and Management)
- Create account in [www.nylearnsph.com](http://www.nylearnsph.com) (Learning Management System) and participate in monthly Educational Series trainings
- Attend quarterly Consortium meetings
- Attend Monthly check-ins with Fellowship Program Specialist
- Attend Mentorship cohort meetings
- Join NYSPHC LinkedIn Group (optional)

**ADMINISTRATIVE PROCEDURES**

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| <input type="checkbox"/> Review general administrative procedures. | <ul style="list-style-type: none"> <li>• Office/desk/workstation</li> <li>• Mail (incoming and outgoing)</li> <li>• Business cards</li> <li>• Support staff</li> </ul> | <ul style="list-style-type: none"> <li>• Telephones: set up, away messages and answering appropriately, and responding to voicemail</li> <li>• Picture ID badges, if applicable</li> <li>• Outlook calendars and shared mailboxes, if applicable</li> </ul> |
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**POSITION INFORMATION**

- Introductions to team members/colleagues
- Review onboarding plan
- Review job schedule and hours and calling in sick/late
- Review payroll timing, time sheet, and policies and procedures

## COMPUTER & ELECTRONIC RESOURCES

- Hardware, software, electronic resources, including:
- Microsoft Office
- Email Out of Office Replies
- Email signature
- Working Remotely, if applicable
- Shared drives & file saving
- Shared drive access
- [NYLearnsPH.com](https://www.nyhealth.org/learn)
- [Training and Resources Website](#)
- NYSPHC BML
- [NYSPublicHealthCorps@health.ny.gov](mailto:NYSPublicHealthCorps@health.ny.gov)

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*Maintain a professional work environment, conduct self in a professional manner and promote a positive atmosphere in the workplace.*

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