

Activity: Create an Orientation Checklist

Using the table below, create an orientation checklist for your position. What do you wish you would have known when starting a new position? If you prefer, feel free to complete this activity for someone you currently supervise (an undergraduate student, lab technician, etc)

First, briefly describe the context of your workplace. Please do **not** use any identifying information. Here are some examples:

- R1 institution in the Midwest region of the United States, Physics department, research group of 25 members
- Non-profit research institute on the West coast of the United States, Psychology department, research group of 5 members

As you consider the different orientation tasks, consider the time frame for each. What would the new postdoc need before their first day? During their first week? Who will complete each task? Would HR, IT, or someone else need to assist with the task?

Context:	
Action	Who will Complete/Who to Reach Out To
Before First Day	
First Day	
First Week	
First Three Months	