**US-Based Onboarding Checklist for New Interns/Fellows**

**Before start date:**

Complete New Hire paperwork at least 5 days prior to your start date and no later than your first day (whichever comes first) to ensure there are no delays in accessing critical systems and benefits.

Visit <http://careacademy.org/care-usa-orientation/> to begin orienting yourself to the organization

* Complete New Hire Orientation Part I: The Basics online – US Based Part-time Employee or Intern/Fellow

Plan to meet with an HR Service Center representative on your first day, as well, to answer additional questions. *Please bring your I-9 and original identification document.*

If you have any critical issues or questions before your first day, contact Katie Fahs at [katie.fahs@care.org](mailto:katie.fahs@care.org).

**First Day:**

Attend your scheduled meeting with an HR Service Center representative, bringing your 1-9, original identification, and any questions.

Ensure you receive a tour of your worksite, including printer access, wi-fi, and tips on using your phone. Receive your ID/access card for building and parking.

Meet your team.

Review your internship/fellowship description with your manager and discuss expectations. Supervisor & intern/fellow schedule a time for a weekly or bi-weekly check-in meeting

Review [The Village](https://thevillage.care.org/Pages/Home.aspx) – CARE’s intranet.

Review the 5 Bold Moves found on The Village [Strategy page](https://thevillage.care.org/strategy/SitePages/Home.aspx), and discuss where your work links into the broader organizational strategy.

Complete the Online Orientation Part I: The Basics, if not yet completed.

Register for CARE Academy: <http://careacademy.org/> if you have not yet received a log-in email. Click “New? Register here” in the top right corner.

Sign up on CARE Academy for Orientation Part 2: The Organization if recommended by manager. This occurs every 2nd Tuesday of the Month.

**First Week:**

Review unit financial information and receive proper budget codes if necessary.

Go over PARS time entry and time sheets if applicable.  
Please Note: Intern/fellows who are not on CARE USA’s payroll do NOT have to complete PARS or a CARE timesheet. However, they may need to track their time in other ways as required by their school. Any interns/fellows on CARE payroll must complete BOTH a timesheet and PARS.

Set reminders to complete your required courses within your first 30 days on CARE Academy.

* Addressing Poverty & Social Injustice
* Gender Equity & Diversity Online
* Workplace Harassment
* Safety & Security (if traveling)

Review the [“How-To” link](https://thevillage.care.org/it/HowTos/Forms/AllItems.aspx) on the IT Village page.

Learn how your team communicates: Email, Microsoft Teams, Slack, Skype, etc.

If you will be traveling, ensure you create an [AdTrav](https://rezdesk.adtrav.com/Account/LogOn?ReturnUrl=%2feurl.axd%2fd1f35f535114f94185090572006fcd1c%2f) profile and meet with Ellen Moens, Director of Travel and Administrative Service, in-person or virtually to answer any travel questions.

Sign up for Procurement training if applicable. Sessions can be found on the [CARE Academy](http://careacademy.org/) calendar.

**First 30 days:**

Ensure you have completed all online required course. If recommended by manager, ensure you have attended Orientation Part 2: The Organization.

Set performance objectives for internship/fellowship if not yet completed

Discuss any additional training needed to get you up to speed in your position

Ensure you are having regular check-in meetings with your manager to receive timely feedback