

# **Organizational Sponsor Checklist for Developing a Fellowship Program**

## **I. Organizing a Fellowship Program**

### **A. Defining the Purpose (Task 1)**

1. To develop or retain talent for the organization?
2. To develop future leaders for the profession?
3. Both?

### **B. Define the Role and Expectations of the Fellow (Tasks 2 and 3)**

1. Define expected behavior(s): What are the leadership expectations in following cultural norms and values?
2. Identify fellowship objectives: What results are expected?

### **C. Establish the Structure for the Fellowship (Task 4)**

1. Duration
2. Exposure to the profession
3. Physical location and administrative support

### **D. Define Support Systems for the Fellow (Tasks 5 and 6)**

1. Primary and secondary mentors
2. Benefit package

## **II. Attracting and Selecting Candidates (Task 7)**

### **A. Factors Shaping Strategy**

### **B. CEO Loyalty to Graduate Health Administration Program**

### **C. Requirements and Eligibility**

### **D. Application Process**

### **E. Interviews**

### **F. Offer**

## **III. Other Best Practices for Fellowships (Task 8)**

### **A. Onboarding Effectively**

### **B. Routine Feedback**