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