My first staff member.
Checklist for Wikimedia affiliates

Appointment

- Sign employment contract
- Start onboarding
- Check your bylaws, they need an update when the affiliates becomes an employer
- …..

Board meetings

- Share information about board meetings
- Is the staff member invited?
- Define the position of the staff member (f.e. attending, voting rights yes/no)
- Make the employee aware of preferred (or informal) ways of communication
- …..

Support your employee, role of direct superior

- Be clear about the formal line of authority: appoint a direct superior
- Arrange monthly meetings: discuss problems, give direct feedback, and take time for personal contact
- Pay attention to deviant behavior and conflict resolution
- (Annual) performance review: renew salary level and discuss career opportunities
- Discuss possible job related training, f.e. project management, time management, technical skills, etc.
- …..

Employment contract (write it down!)

- Don’t hesitate to seek legal advice
- List tasks and responsibilities
- Salary level (collect indicators, f.e. local ngo’s, government jobs)
- Emoluments: laptop, mobile phone?
- Workplace
- Expense reimbursements
- Insurance for accidents, sick leave etc.
- Sick leave, holidays
- Duration of the contract
- Trial period
- Notice period
- …..

Job description

- Main objectives of the function
- Listing of tasks (if possible: smart, measurable)
- Description of responsibilities
- Necessary competences
- Reporting obligations
- …..

Onboarding

- Make an onboarding program for the first three months
- Share existing documentation
    - Bylaws and protocols
    - Annual plan
    - Project planning
    - WMF reports

    - Universal code of conduct
    - …..
- Explain house rules and other regulations
- Explain procedures
- …..

Search for candidates

- Make a profile of the ideal candidate (can later be used as a basis for the job description)
- Inform your network, ask for suggestions and make a longlist of candidates
- Select the best candidates and arrange interviews
- Make an assessment scheme and rate the candidates against the criteria
- Share the final choice for a candidate with all the board members and make it a board decision
- …..

Stakeholders

- Inform stakeholders about the appointment of a new employee.
    - CEE - hub
    - WMF
    - GLAM partners
    - Community
    - …..
- Arrange introductory interviews with important partners and community member
- …..

Who is who in the organization

- Make sure that the employee knows the most important people in the organization and their position.
- Share an organizational chart
- …..