

Orientation Cheatsheet

A good intake interview orients someone in the community, helping them to articulate their purpose and role, publically announce their capabilities, get plugged into daily updates, join specific workgroups, and know who to go to for different things—all on paper for easy reference.

	Function	Paper Object	Process	Digital Object
Intake Process	Info	Registration form , basic informational handouts	Registration	Registration spreadsheet
	Purpose (ontoboarding / mythic)	Character Development folder (guilds crisscrossing do-ops produce character classes & welcome packets)	Choose your character class activity, role discovery interview	Registration spreadsheet
	Access	Title cards	Titling process/interview (part of role discovery interview)	Titles spreadsheet (separate sheet on registration spreadsheet)
	News & Constant Upgrades (re-onboarding)	Daily Briefing one-pagers (produced by the 8:45am meeting with many printed copies left prominently in the same place every day + online)	News & briefings, overview and updates part of the intake process	Gitter? Daily Briefings? Slack?
	Do-ops (workgroups)	Whitepaper catalog; Projects folder (do-ops produce one-pagers to onboard interested recruits)	#org indexing/defining interview; constant do-ops refactoring	CIC site or replacement (MUST be publically accessible)
	Basic Needs, Resources Access, Directory	Needs Directory handout (local to the location)	Needs hookup part of the interview	Titles & Needs spreadsheet, localized to the event location
Replication	Ontoboarding Ontoboarders	Meta-Onboarding folder (info for organizers)	Onboarder training/process replication	Collection of onboarding, ontoboarding, and meta-onboarding documents