

Paladin

CONFIDENTIAL

Paladin Onboarding Checklist

ONBOARD:

- ☐ **User List:** [Firm to send Paladin a firm-wide user list.](#)
- ☐ **Single Sign On (SSO):** Firm to work with Paladin to ensure that SSO is enabled and working correctly.
- ☐ **Paladin Admin:** Identify who you would like to be trained as a [Paladin Administrator](#).
- ☐ **LSO Partnership Outreach:**
 - ☐ Send partnership requests to LSOs via the [Network Tab](#)
 - ☐ Invite existing LSO partners who are not yet on Paladin to join the platform
 - ☐ Send partners a link to our [LSO Resource Center](#) for information about the platform
- ☐ **Messaging and Training:**
 - ☐ Here please find [messaging](#) to circulate to all lawyers and LSO partners about Paladin.
 - ☐ Paladin to host live training sessions for new users.
 - ☐ Here please find a [pre-recorded user demo](#) to be circulated to all users and available on the pro bono intranet page.

INTEGRATE:

- ☐ **Paladin Pro Bono Intranet Link:** Link to Paladin on the firm's internal pro bono homepage.
- ☐ **Paladin Desktop Icon:** Link to Paladin on all users desktops.
- ☐ **Paladin in Email Signature:** Link to Paladin in the email signatures of the pro bono team.
- ☐ **Paladin in Internal Messaging:** Link to Paladin in all communications and messaging regarding pro bono.
- ☐ **Firm-Wide Pro Bono Champions:** Work with firm leadership (practice group leaders, partners, affinity groups etc) to ensure that they know about Paladin and promote the platform when referencing pro bono.

ENGAGE:

- ☐ **Paladin Pro Bono Championship:** Work with Paladin to host a three-month [pro bono challenge](#), encouraging users to log into the platform, set preferences, and volunteer for pro bono.
- ☐ **Share Pro Bono Success Stories:** Pick one attorney every month (or week) to highlight on the firm's website, LinkedIn and internal messaging.
- ☐ **Pro Bono Week:** Capitalize on increased awareness moving into the fall with pro bono week. Paladin will be circulating materials and tips for how to make the most of the week.
- ☐ **Pro Bono Expectations:** Link to Paladin when communicating about the firm's pro bono expectations, making it seamless for attorneys to sign up for new opportunities.
- ☐ **Attorney Onboarding:** Make Paladin part of the attorney onboarding checklist.
- ☐ **Provide Swag:** Paladin is always happy to send over swag (water bottles, mugs etc.) to help reward your hard working lawyers.
- ☐ **Utilize Opportunity Sharing Features:** Capitalize on Paladin features, such as [featuring](#) and [sharing](#) opportunities, to help lawyers find opportunities they are interested in.