

Onboarding Checklist for Nonstudent OPS

New Hire: _____ Date: _____

A. Before OPS Starts (Supervisor/Department):

- Complete [OPS hire form](#) with all department signatures included. Submit to Joseph Piazza (jpiazza@ufl.edu) in the Library Human Resources Office (LHRO).
- Send new hire to LHRO **after** the position has been approved by LHRO.
- Determine if a UFID card or parking letter is needed. Contact Tina Litchfield.

B. Before OPS Starts (New Hire):

- Schedule appointment to meet with Library HR representation:
<https://ufl.libcal.com/appointments/joepiazza>
- Bring [acceptable hire documentation](#) to LHRO. Typically, it's a photo ID and original Social Security Card.
- Complete hire paperwork.

C. Before OPS Starts (Libraries HR Office):

- Process hire paperwork.
- Submit background check.
- Send onboarding email to supervisor after background check clears. (New hire can start.)

D. Before OPS Starts (Supervisor/Department):

- Submit the Onboarding Grover requested by LHRO to initiate processing of:
 1. Facilities Access
 2. Computer Equipment
 3. Phone
 4. Email Access
 5. User Permissions
 6. Aleph Permissions
- Inform new hire of where and when to report on the first day.
- Prepare the new hire's work area: basic desk supplies and computer needs.