

Onboarding Checklist for Student Assistant

New Hire: _____ Date: _____

A. Before Student Starts (Supervisor/Department):

- [Submit hire request](#). Form is submitted to Joe Piazza (jpiazza@ufl.edu) in the Library Human Resources Office (LHRO).
- Send new hire to LHRO to complete paperwork.

B. Before Student 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 in LHRO.
- Complete online Gatorstart paperwork after leaving LHRO.

C. Before Student Starts (Libraries HR Office):

- Process hire paperwork.
- Add student to Library Student Assistant Canvas site.
- Submit background check.
- Send onboarding email to supervisor after background check clears. (New hire can start.)

D. Before Student 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.