

Onboarding Checklist for Volunteer

Volunteer: _____ Start Date: _____

A. Before Volunteer Starts (Supervisor/Department):

- Complete a draft of the **Volunteer Service Description Letter**.
- Submit draft letter to Joseph Piazza (jpiazza@ufl.edu) in the Library Human Resources Office (LHRO) for review.
- Finalize letter with LHRO.

B. Before Volunteer Starts (Libraries HR Office):

- Determine if UFID is needed if volunteer is new to UF,
- Confirm preferred start date with supervisor.
- Complete UF onboarding process when volunteer form and letter are signed/dated.
Contact volunteer for additional information (if necessary).
- Check to see if volunteer needs a parking letter and if a UFID card is needed.
- Submit Person of Interest epaf.
- Send onboarding email to supervisor. (Volunteer can start)

C. Before Volunteer Starts (Supervisor/Department):

- Confirm volunteer's start date with LHRO.
- Inform volunteer of where and when to report on the first day.
- 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. Alma Permissions
 7. Library LTS Orientation
- Prepare the volunteer's work area: basic desk supplies and computer needs