Onboarding Checklist for Volunteer

Volunteer: _____ Start Date: _____

A. Before Volunteer Starts (Supervisor/Department):
- ❑ Complete **Volunteer Form** with all signatures included.
- ❑ Complete the **Volunteer Service Description Letter**.
- ❑ Submit both documents to Joseph Piazza (jpiazza@ufl.edu) in the Library Human Resources Office (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. Aleph Permissions
    7. Library IT Orientation
- ❑ Prepare the volunteer's work area: basic desk supplies and computer needs