

PAID FELLOWSHIP/INTERNSHIP

	Onboarding Process	NOTES	Dean	Library Committee	Fellow/Intern Directors	Interns	HR Training	HR Hiring	Teaching Faculty
1.	Posts job announcement to find fellow/intern	If person hasn't already been identified			X			X	
2.	Selects Fellow/Intern				X				
3.	Submits the following student information ASAP to Library HR: 1) Graduate Assistant appointment details (if applicable) 2) Student schedule to determine availability	Start/end date and FTE of GA Appt			X				
4.	Submits hire request to Library HR	Hire details like Dept ID, pay rate, hours			X				
5.	Requests time approval role via grover. (Training required)	Skip if already a time approver			X				
6.	Schedules Internship Orientation	Book rooms, invite members. For Smathers Graduate Student Program and Fellows only.					X		
7.	Completes letter-of-agreement template and submits draft to Library HR	HR sends letter template to director			X				
8.	Reviews letter of agreement							X	
9.	Finalizes and signs letter of agreement	Aso Dean Keith signs letter						X	
10.	Presents letter of agreement to fellow/intern for signature	Student comes to HR office to sign						X	
11.	Submits hire in myUFL	Intern fills out paperwork						X	
12.	Sends onboarding email to supervisor							X	
13.	Submits onboarding grover				X				
14.	Attends Orientation			X	X	X	X		X
15.	Sends out survey for feedback on orientation						X		
16.	Submits termination request of internship to HR	When fellowship/internship ends			X				
17.	Sends offboarding email to supervisor	To remove access/permissions						X	
18.	Submits offboarding grover to remove permissions/access	Must receive offboarding email first			X				