

UNPAID INTERNSHIP

	Onboarding/Offboarding Process	NOTES	Intern Directors	Interns	HR Hiring
1.	Posts job announcement to find intern	If person hasn't already been identified	X		X
2.	Selects Intern		X		
3.	Submits the following student information ASAP to Library HR: a) Graduate Assistant appointment details (if applicable) b) Student schedule to determine availability	Start/end date and FTE of GA Appt	X		
4.	Completes letter-of-agreement template	HR sends letter template to director	X		
5.	Fills out letter of agreement and submits draft to Library HR		X		
6.	Reviews letter of agreement				X
7.	Finalizes and signs letter of agreement	Aso Dean Keith signs letter			X
8.	Presents letter of agreement to intern for signature	Intern comes to HR office to sign			X
9.	Sends onboarding email to supervisor				X
10.	Submits onboarding grover	Must wait for onboarding email	X		
11.	Informs Library HR that Internship has ended		X		
12.	Sends Offboarding email to supervisor				X
13.	Submits offboarding grover		X		