

SMATHERS LIBRARIES UNDERGRADUATE INTERNSHIP

	Onboarding Process	NOTES	Dean	Library Committee	Intern Director	Interns	HR Training	HR Hiring
1.	Posts job announcement to find Intern	If student hasn't already been identified			X			X
2.	Selects Intern				X			
3.	Submits Docusign student request form	Hire details like Dept ID, pay rate, hours			X			
4.	Requests time approval role via grover. (Training required)	Skip if already a time approver			X			
5.	Completes letter-of-agreement template and submits draft to Library HR	HR sends letter template to director			X			
6.	Reviews letter of agreement							X
7.	Finalizes and signs letter of agreement	HR Aso Director signs letter						X
8.	Presents letter of agreement to Intern for signature	Sent through Docusign						X
9.	Submits hire in myUFL	Intern fills out paperwork in HR office						X
10.	Sends onboarding email to supervisor	Intern can start working						X
11.	Submits onboarding grover	To set up access/permissions			X			
12.	Submits termination request of internship to HR	When internship ends			X			
13.	Sends offboarding email to supervisor	To remove access/permissions						X
14.	Submits offboarding grover to remove permissions/access	Must receive offboarding email first			X			

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1.	Submits termination request of internship to HR	Sent through Docusign			X			
2.	Sends offboarding email to supervisor	To remove access/permissions						X
3.	Submits offboarding grover to remove permissions/access	Must receive offboarding email first			X			
4.	Writes evaluation of internship				X			