

UNPAID INTERNSHIP

	<b>Onboarding/Offboarding Process</b>	<b>NOTES</b>	<b>Intern Director</b>	<b>Interns</b>	<b>HR Hiring</b>
1.	Selects Intern		X		
2.	Completes letter-of-agreement template	HR sends letter template to director	X		
3.	Fills out letter of agreement and submits draft to Library HR		X		
4.	Reviews letter of agreement				X
5.	Finalizes and signs letter of agreement	HR Rep signs letter			X
6.	Presents letter of agreement to Intern for signature	Sent through Docusign			X
7.	Sends onboarding email to supervisor				X
8.	Submits onboarding grover	To set up access/permissions	X		
9.	Informs Library HR that Internship has ended		X		
10.	Sends Offboarding email to supervisor				X
11.	Submits offboarding grover		X		

	<b>Onboarding/Offboarding Process</b>	<b>NOTES</b>	<b>Intern Director</b>	<b>Interns</b>	<b>HR Hiring</b>
1.	Informs Library HR that Internship has ended	Email is fine	X		
2.	Sends Offboarding email to supervisor	To remove access/permissions			X
3.	Submits offboarding grover		X		