

ONBOARDING CHECKLIST FOR OPS/STUDENT ASSISTANT

1. SUPERVISOR/ DEPARTMENT:

- Submit a [Hire Request Form](#) (Blue Form). If possible have the information below:
 - Student UFID
 - Graduation date
 - # of credit hours
 - Funding Source
- Invite the student to schedule an appointment and complete their new hire paperwork at LHR office

2. NEW HIRE:

- [Schedule an appointment](#) to meet with Library HR representative
- Bring acceptable hire documentation to your hiring meeting, these include:
 - [List A Document](#)
Examples: US Passport OR US
Passport Card Permanent
Resident Card
 - OR**
 - [List B + List C Documents](#)
Examples: Driver's
license or ID card
issue by a state
 - +**
 - Examples: US
Social Security
Card
- Student will complete the new hire paperwork in person with LHR representative
- Student will receive an email with a link to complete the rest of their paperwork online (GatorStart)

3. LHR OFFICE:

- Process hire paperwork
- Generate a background check (if required)
- LHR sends onboarding email (Grover email) to supervisor once background check clears and hire is approved

4. SUPERVISOR/DEPARTMENT:

- Supervisor submits the Onboarding Grover to initiate hiring processing for:
 - Facilities access
 - Computer equipment
 - Phone
 - Email access
 - User permissions
 - Database permissions
- Hiring manager contacts new hire and informs them when and where to report to on the first day
- Hiring manager prepares new hire's work area:
 - Basic desk supplies
 - Computer needs
- NEW HIRE CAN START**

5. UF REQUIRED TRAINING

- Supervisor must make sure the new employee completes the following UF required trainings:
 - Title IX Training for University of Florida Employees
 - FERPA Basics
 - Compliance & Ethics: Doing Your Part for the Gator Good
 - HIPAA & Privacy - General Awareness (Health Science Libraries only)
- LHR will keep track of completion