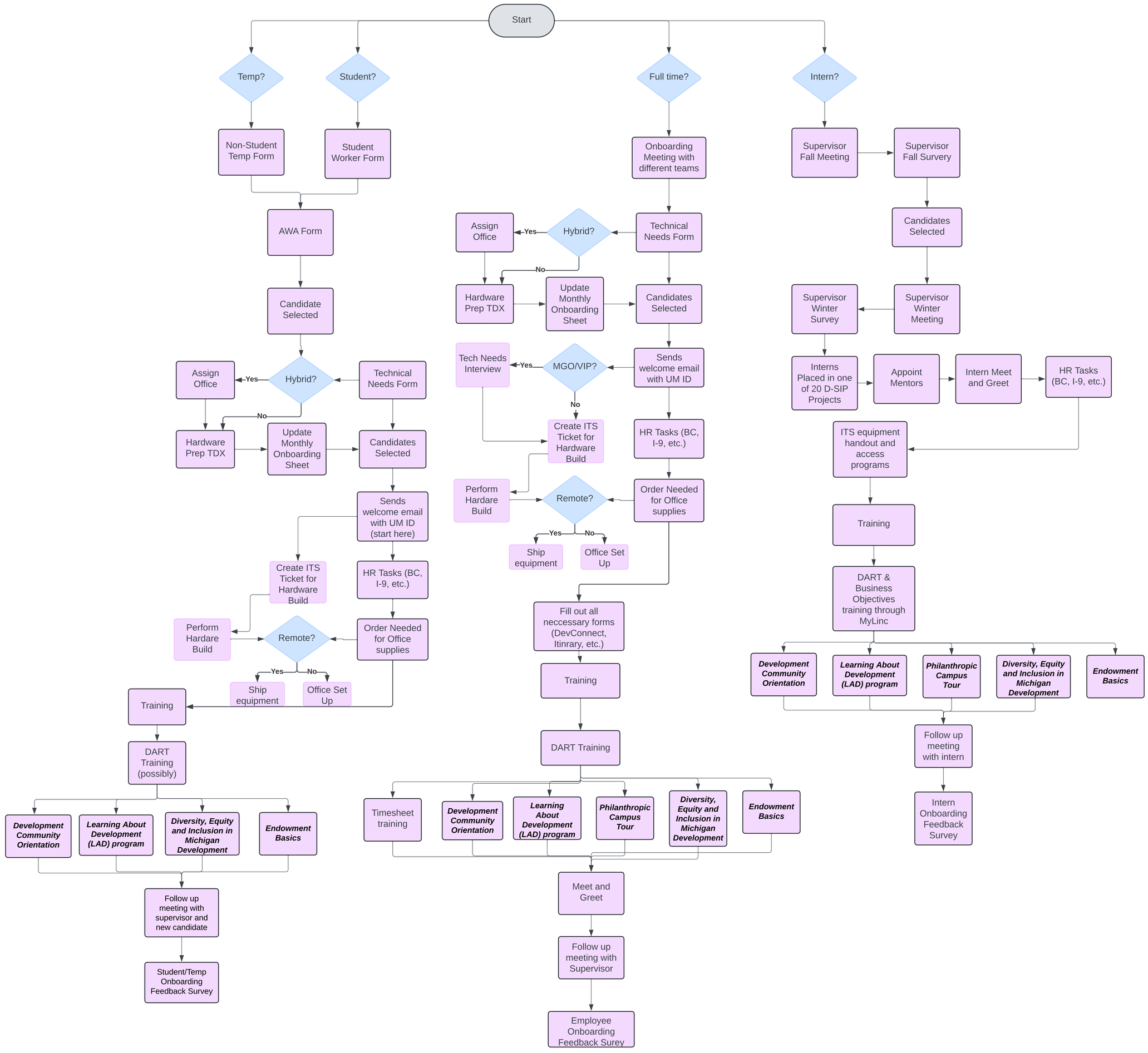
Start
Temp?
Student?
Full time?
Intern?
Non-Student Temp Form
Student Worker Form
AWA Form
Candidate Selected
Hybrid?
Yes
No
Assign Office
Technical Needs Form
Hardware Prep TDX
Update Monthly Onboarding Sheet
Candidates Selected
Sends welcome email with UM ID (start here)
HR Tasks (BC, I-9, etc.)
Order Needed for Office supplies
Remote?
Create ITS Ticket for Hardware Build
Perform Hardare Build
Ship equipment
Office Set Up
Training
DART Training (possibly)
Development Community Orientation
Learning About Development (LAD) program
Diversity, Equity and Inclusion in Michigan Development
Endowment Basics
Follow up meeting with supervisor and new candidate
Student/Temp Onboarding Feedback Survey
Onboarding Meeting with different teams
Technical Needs Form
Hybrid?
Assign Office
Yes
No
Hardware Prep TDX
Update Monthly Onboarding Sheet
Candidates Selected
Sends welcome email with UM ID
MGO/VIP?
Tech Needs Interview
Yes
No
Create ITS Ticket for Hardware Build
HR Tasks (BC, I-9, etc.)
Order Needed for Office supplies
Remote?
Perform Hardare Build
Yes
No
Ship equipment
Office Set Up
Fill out all neccessary forms (DevConnect, Itinrary, etc.)
Training
DART Training
Timesheet training
Development Community Orientation
Learning About Development (LAD) program
Philanthropic Campus Tour
Diversity, Equity and Inclusion in Michigan Development
Endowment Basics
Meet and Greet
Follow up meeting with Supervisor
Employee Onboarding Feedback Surey
Supervisor Fall Meeting
Supervisor Fall Survery
Candidates Selected
Supervisor Winter Meeting
Supervisor Winter Survey
Interns Placed in one of 20 D-SIP Projects
Appoint Mentors
Intern Meet and Greet
HR Tasks (BC, I-9, etc.)
ITS equipment handout and access programs
Training
DART & Business Objectives training through MyLinc
Development Community Orientation
Learning About Development (LAD) program
Philanthropic Campus Tour
Diversity, Equity and Inclusion in Michigan Development
Endowment Basics
Follow up meeting with intern
Intern Onboarding Feedback Survey