

Interview Notes with Jemika:

- For D-SIP program (student hiring) they have a very intensive process (**ask for D-SIP**

Program agenda)

- 2 interviews
- Get 100 applications (majority go through round 1), accepting 20 students
- Match Students interests and passions to existing projects
- Have about 20 projects (OUD, School's colleges, 4 Non-profit from Ann Arbor area) <https://umdsipshowcase.wordpress.com/category/year-completed/>
- Types of Projects: Coding, Annual Giving, Data, Marketing, etc.
- After round 1 students are placed in projects
 - In round 2, students are interviewed for projects
 - 3-4 students interviewing per project
 - Host sites make the final decision
- **When does the application process start relative to the interns start date?**
(start new hire for interns)
- Supervisors complete onboarding survey (**reach out to Jemika for onboarding survey**)
- **Is there a hire meeting with supervisors?**
 - Also responsible for notifying what students need (laptops, keyboard, etc.)

People involved:

- OUD, Finance and Administration Team (handles I-9), SSC Team (Shared services Team to help students fill out I-9), ITS Team (helps with laptop distribution, access programs, etc.), and D-SIP Host sites (set up payroll and time sheets systems)

Software system?:

- DART and business objects would be great to have in the system

- Supervisors have confusion when it comes to DART training
- Figure out a process for DART training and how long it will take to access those applications
- Explanation of payroll instructions, access to certain programs, etc. (explaining technology process)

Tools:

<https://docs.google.com/spreadsheets/d/1PJeCNwWkdKo3U05YYKTy9bsC6O0CqBKjw3QGLEwXiac/edit?usp=sharing>

- Use google sheets
- Same as Guillermo's tools

Expectations:

- Providing necessary tools and trainings
- Coming in to first day of orientation
- At end of program collecting all items that were passed out
- Being a support to students regarding their laptops

Onboarding Process:

- Have a seamless process for DART and access training
- Wondering if the spreadsheet has enough information
- Overall great, simple process

Onboarding Duration:

- Believes the timing is good for interns to pick up laptops and equipment
- Perfect amount of time for process