Internship Onboarding/Training

• We created a Career Services Planner shell that is duplicated for each new intern that helps guide them through the training topics below.

Expectations & Guidelines

• Guidelines document overview, team communication expectations, etc

Overview of UCS structure

• Team introductions, UCS & campus Career Community partnerships

Work Hours/Submitting Time & Getting Paid

• Review Firefly system, process & pay period deadlines

Workspace, Office technology & tools overview

• We have set up a nice workspace for each intern with their own computer, monitors, chair and other office supplies and essentials
• Review Microsoft Office, SharePoint structure, Microsoft Planner to guide workflows, Adobe Cloud programs and library, copiers, printers, Handshake, uConnect, etc.)

Marketing & Branding

• Review common project overview, Brand guides, Photo Library, UNL Icon Factory, UNL QR codes, etc. website)

Projects & Calendar/Timeline Overview

• Review calendar and talk through marketing projects that will come during certain seasons.

Social Media

• Review passwords, parameters, content buckets, scheduling calendar, analytics, and assessment, etc.