

Before Your First Day at CJC

Congratulations on your new position with the College of Journalism and Communications at the University of Florida! We are so excited that you are joining our team and we want to make this a smooth and easy transition. Below you will find a checklist of items that should be completed prior to your first day.

- Complete **First Advantage** package
- Create **GatorLink** username – this will be used as the base for your email address. Someone from CJC HR will set up your **UFID number** and walk you through this process.
- Submit **documentation for employment verification** (most common is driver license and social security card.)
- Request official **transcripts** to be mailed to the following address (*only for Faculty, Adjuncts and Postdocs*)
 - College of Journalism and Communications
 - HR Office
 - PO Box 118400
 - Gainesville, FL 32611
- Complete **GatorStart** package
- Submit headshot to supervisor (used for website, college announcement and **Gator 1 Card**)
- Learn more about UF, CJC and the Gainesville Community by visiting the **CJC HR Website**