

## Your First 30 days at CJC

Whew! You have accomplished 30 days in your new role. We hope that your work experience has been exciting and rewarding for you. You should be getting more acclimated to CJC and UF, and most importantly your colleagues. Teamwork and collaboration are valuable assets for individual success. And please remember, it's ok to ask questions!

As you continue your journey, below are a few tips and questions to assist you on the way!

- What's been going well? What are the highlights of your experiences so far? Why?
- The University of Florida has several [retirement options](#) and tools to help with financial planning and retirement. You can set up meetings or take advantage of a campus visit by one of the groups.
- What do you like about the job and the organization so far?
- Have you signed up for your benefits? Don't forget to explore benefits options and the ALEX system and/or meet with the HR Benefits representative if applicable. ([make an appointment](#))
- Do you know how to manage your [leave](#)?
- Check your paycheck in PeopleSoft and make sure you understand how to read it. Check to ensure benefits/deductions are coming out properly
- Review upcoming Faculty Professional Development Seminars and plan to attend those that are of interest to you. (if applicable)
- You may need to know how to make a room reservation for meetings or classes. You can do this with your department's administrative assistant or in the Dean's office.
- Know how to get supplies and paper for yourself and your class.
- Continue to review [UF Policies and Regulations](#)
- Continue to review [TEAMS/USPS Employee Handbook](#) (if applicable)
- What have learned new and excited about your new role?
- If you still have questions about UF, you can consult with a CJC-HR representative by emailing: [cjc-hr@jou.ufl.edu](mailto:cjc-hr@jou.ufl.edu)
- Make sure you understand the expectations of your job – ask questions!
- Have you completed your training requirements?
- Continue to review the unit's website and the HR website [HR website](#) including the Toolkit Resource Center [Toolkit Resource Center](#)