

Your First Week at CJC

When you arrive on campus, park at the Weimer Hall Service Drive, located just west of Weimer Hall, on the south side of Stadium Rd, where you will be greeted by your supervisor/chair/buddy. They will provide you with your Gator 1 identification card and keys to your office, if applicable.

If you are onboarding remotely, you will be contacted by your buddy and or designee about what to expect during your first week. Please make sure you have zoom capabilities on your home computer. For more information about zoom, [click here](#)

You will be walked to your new office, introduced to some of your colleagues, and you will be provided a tour of the College. For the safety and wellbeing of our faculty, staff and students, a facemask must be worn at all times, and social distancing of at least 6ft should be demonstrated.

If you are onboarding remotely, please take a peek at the beautiful city of Gainesville, University of Florida, and our CJC College: [click here](#)

We will schedule a time for the Technology Advancement Group (TAG), our IT department, to install your computer and your phone.

During your first day, you will also meet with a CJC HR representatives to discuss your benefit planning and additional resources to include UF Polices and Regulations.

Your supervisor and/or CJC Buddy will take you to lunch and begin to familiarize you with the intricacies of CJC.

We are very excited that you are here and we hope that you enjoy your first week with CJC!

Checklist for your First Week

This checklist will guide you with your onboarding experience through your first week at CJC

- Don't forget to explore benefits options and the ALEX system and/or meet with the HR Benefits representative if applicable ([make an appointment](#))
- Review [UF Policies and Regulations](#)
- Review [TEAMS/USPS Employee Handbook](#)
- Discuss the best places to park on campus with your Buddy [click here](#)
- Get new employee [Gator 1](#) identification card. If you are onboarding remotely, one will be mailed to you.
- Discuss security to building and keys with supervisor
- Learn more about dining options on campus or close by campus. [gator dining](#)
- Review the handout of [department members](#) and explore roles and responsibilities
- Ensure you learn where office equipment (copier, fax, scanner machine) is located
- Locate best places to get your coffee!
- Prepare questions for when you meet CJC Leadership Team
- Arrange a meeting with [CJC-HR representative](#) for new employee meet-and-greet
- Make yourself available for your Buddy/Mentor
- Complete required training communicated by your supervisor/chair