

New Employee Pre-Day 1 Road Map

Once you have selected a final candidate, use this road map as a guide to prepare for their first day. Items marked with an asterisk (*) indicate items that should be conducted via zoom when appropriate.

1

Supervisor: Submit [new appointment request form](#). Conduct [reference checks](#)
HR: Obtain clearance from Recruitment and draft letter of offer for supervisor
Supervisor: Send letter of offer to candidate and return with signatures to HR

2

HR: Send welcome email with information on the hiring process and about [CJC website](#), create [UFID](#) for new hire
Supervisor: [Assign buddy](#)

3

New Hire: Create [GatorLink](#) username and complete the [GatorStart](#) and [First Advantage](#) packages
Supervisor: Identify office location and office furniture needs

4

HR: Email TAG new hire request form. Request name plate, name tag, and business cards
New Hire: Provide [required employment documentation](#) and forms

5

TAG: Create email account. Send welcome email with resources. Send supervisor the [department information form](#) and new technology form (hardware/software)
Supervisor: Request headshot and bio for college announcement and website

6

*HR: Meet with buddy and supervisor for buddy orientation
*Supervisor: Meet with buddy and HR. Complete IT forms. Order keys. Order flowers for first day (office or home for remote hires)

7

HR: Finalize hire in myUFL, order [Gator I Card](#), final check in with new hire
*Supervisor: Ensure office space is set up or review [alternate work location agreement](#)
*TAG: set up new technology on first day

CONGRATULATIONS! Your employee is ready for their first day at work!