

CJC Staff

30 Days Checklist and Itinerary

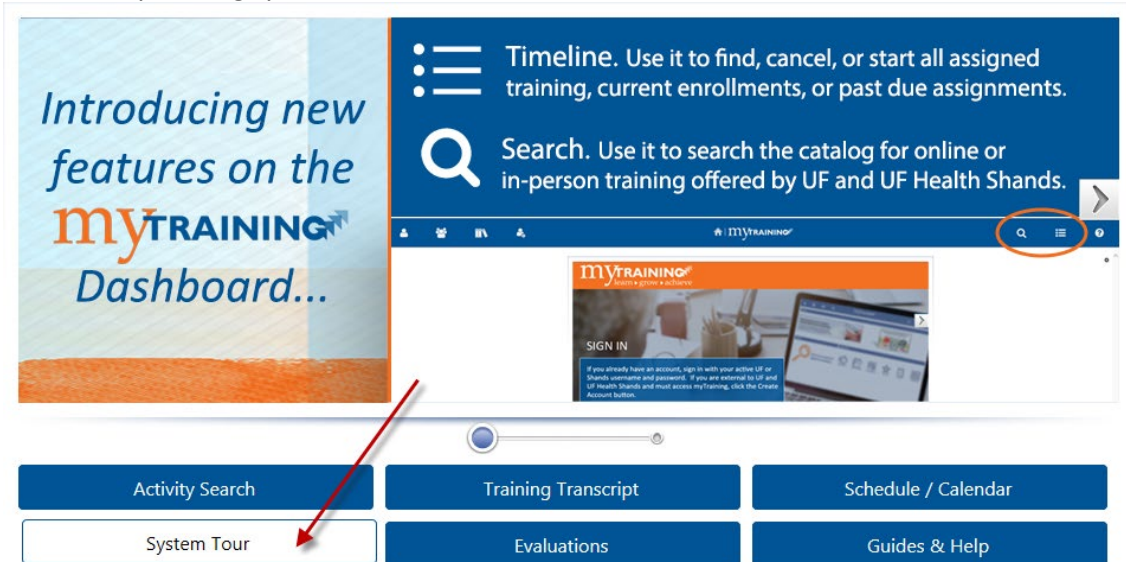
Best Practices for Direct Supervisors when Onboarding New Employees

WELCOME	SETTING EXPECTATIONS
<ul style="list-style-type: none"><input type="checkbox"/> Check on completion of required trainings<input type="checkbox"/> Encourage them to select their retirement plan and health care options. Remind them about ALEX and benefits counselors. (30 days remaining)<input type="checkbox"/> Complete tour of Department, if applicable<input type="checkbox"/> Check on their acclimation to the Gainesville community, ask what resources have been helpful/do they need anything additional?	<ul style="list-style-type: none"><input type="checkbox"/> Establish weekly check-in meetings to discuss performance and allow opportunities for feedback<input type="checkbox"/> Set short-term goals with specific deadlines and discuss completion of goals in the weekly check-in<input type="checkbox"/> Determine if the new employee understands the department organizational structure, has the training necessary to complete their work, and is clear on work expectations<input type="checkbox"/> Review your department's strategic plan and the team's role in fulfilling it<input type="checkbox"/> Tell your new hire specifically <u>how well they have done</u> and include specific ways to improve their work<input type="checkbox"/> Reinforce open door policy
CONNECT	BUILDING RELATIONSHIPS
<ul style="list-style-type: none"><input type="checkbox"/> Any questions about the UF Employee Handbook?<input type="checkbox"/> How are things going with your buddy?<input type="checkbox"/> What do you need from me that you are not getting?<input type="checkbox"/> Do you have the resources and tools necessary to complete your assignments?	<ul style="list-style-type: none"><input type="checkbox"/> Check in on the progress of the one-on-one "Meet the Team" meetings<input type="checkbox"/> Has your new hire met all of CJC senior leaders?<input type="checkbox"/> Are there any meet and greets outside of CJC that should be considered?

If things are starting to go off track with the new hire's performance, behavior or attendance, review the *"OH NO! Do I have to have THAT Conversation"* in

[First Month Resources](#)

- Get your calendar ready for unit business. Share full calendar details and request full calendar details for all members of unit.
- Become familiar with how to enter time and/or leave in myUFL.
- Explore your benefits using [ALEX and show how to make an appointment with a benefits specialist](#)
- Tour the myTraining system:
 - Log in to myUFL > Main Menu > My Self Service > Training and Development > myTraining or <http://mytraining.hr.ufl.edu>.
 - Take the myTraining system tour



Register and complete the required trainings

- Maintaining a Safe AND Respectful Campus GET803- sexual violence, harassment and discrimination awareness and prevention - UF actively promotes equal opportunity policies and practices to prevent sexual discrimination and harassment.
- CJC – Embracing an Inclusive Workforce (Instructor-Led) - Description pending
- Green Dot Gator (Instructor-Led) - The Green Dot strategy is an evidence-based approach to violence prevention. The college-based curriculum draws heavily on the experiences of college students and the reality of this issue in their lives. Green Dot empowers all community members to be allies and active bystanders by engaging them in prevention through awareness, education and skills practice.