

CJC Staff

Six Months and Beyond Checklist

Congratulations on completing six-months! We want you to know that you are valued at CJC, and as you continue to work with your colleagues – you are making a difference. You are half-way through your first employment at CJC and we are proud of you!

Together Everyone Achieves More

- What have you accomplished during the first 6 months of your employment?
- Are you clear about your goals, if not ask for clarification?
- What new skill sets have you developed?
- What questions or concerns do you have about your job responsibilities?
- Do you have questions about departmental or university policies or procedures that regularly apply to your job?
- What have you learned new about CJC and UF?
- If working remotely, have you had any challenges in which your supervisor and/or HR can assist you with?
- Make sure you are asking clarifying questions and prioritizing tasks to ensure work deadlines are met.
- Do you have any questions regarding the commitment to UF's strategic/departmental goals, initiatives, policies, and procedures?
- Are team members approachable and helpful?
- How do you collaborate with your colleagues? Do you have suggestions on working in a more inclusive workplace?
- You are encouraged to ask as many questions as you feel. It is important to CJC that your voice is heard.