

CJC Staff First-Week Checklist and Itinerary

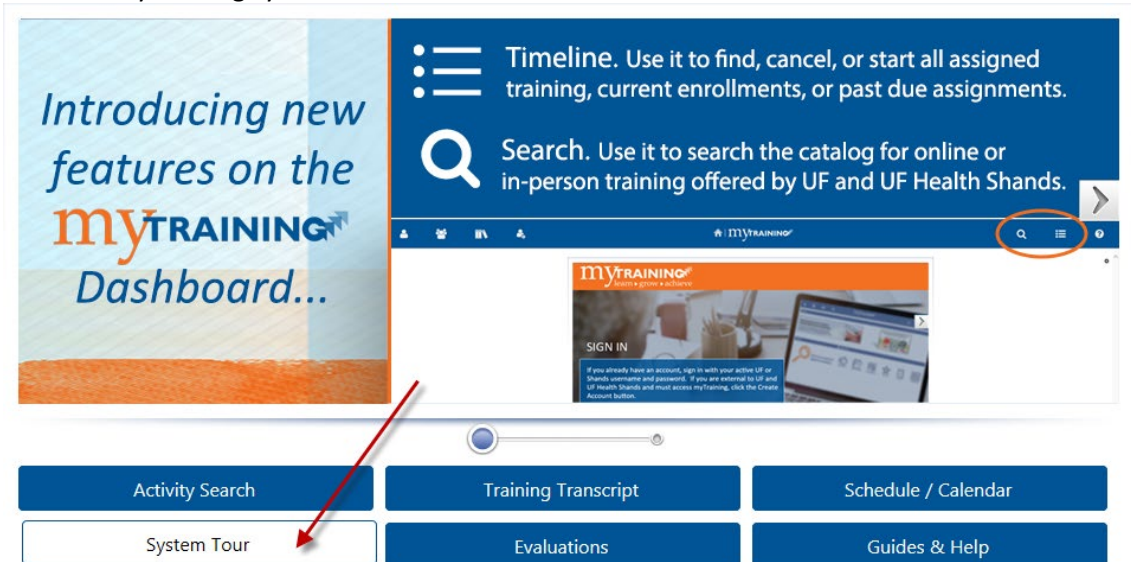
Best Practices for Direct Supervisors when Onboarding New Employees

WELCOME	BE PREPARED
<ul style="list-style-type: none"><input type="checkbox"/> Meet employee at designated location and time<input type="checkbox"/> Provide welcome card or small gift<input type="checkbox"/> Send welcome email and include department<input type="checkbox"/> Communicate onboarding plan<input type="checkbox"/> Schedule time with TAG to set-up computer/phone station/review IT policies<input type="checkbox"/> Supervisor or buddy gives building tour (lunch area, restrooms, mail room, etc.)<input type="checkbox"/> Email or provide a copy of the TEAMS/USPS Employee Handbook<input type="checkbox"/> Have lunch with supervisor and/or buddy<input type="checkbox"/> Get new employee Gator 1 card from CJC-HR Office<input type="checkbox"/> Security to building, keys and parking tips<input type="checkbox"/> Copier/Fax/Scanner review	<ul style="list-style-type: none"><input type="checkbox"/> Review departmental organization chart<input type="checkbox"/> Schedule meeting with the Deans, Chairs and key leadership<input type="checkbox"/> Arrange a meeting with CJC-HR representative for new employee hot items<input type="checkbox"/> Provide time to explore benefits using ALEX and allow employee time to meet with a benefits specialist (make an appointment)<input type="checkbox"/> Meet to discuss job description, expectations and policies<input type="checkbox"/> Schedule orientation meetings with appropriate team members and colleagues
CONNECT	DIRECT
<ul style="list-style-type: none"><input type="checkbox"/> Schedule one-on-one “meet the team” meetings<input type="checkbox"/> Explain each team member’s role and responsibilities (who serves as the lead, who is the go-to for different questions, etc.)<input type="checkbox"/> Schedule meetings with key leadership (e.g. Dean, Directors)	<ul style="list-style-type: none"><input type="checkbox"/> Review job duties, discuss first project and upcoming projects<input type="checkbox"/> Communicate goals and expectations<input type="checkbox"/> Set milestones and specific deadlines for the first week<input type="checkbox"/> Discuss training requirements<input type="checkbox"/> Discuss professional dress code and conduct<input type="checkbox"/> Review the unit’s website and the HR website including the Toolkit Resource Center

Orientation to the calendar, HR website and myTraining

- Get your calendar ready for unit business. Share full calendar details and request full calendar details for all members of unit. Please include: (List with name and address)
- 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



REQUIRED TRAINING

- 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.

SAMPLE WELCOME EMAIL

This can be sent from the Dean, Chair, Administrative Professional, or their Orientation buddy.
Use as a guide and adjust the language accordingly.

Hi **new hire name**,

On behalf of the _____ team, I'd like to welcome you to UF! My name is **X**, and I am thrilled to be assisting in your orientation experience. I would like to introduce you to your Administrator Professional that will provide guidance designed to help you better navigate your first 90 days and beyond.

We are working on our New Employee Memo to announce all new hires who have recently joined our team. We would like to include a little background information on each new team member.

Additional onboarding information can be found on our **CJC website (add the link)**. Please let me know if you have any questions or feedback to share. Looking forward to working with you!

All the best,

X