



New Faculty 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.

Dean's office: negotiate conditions, finalize offer and send to candidate

HR: Assist with routing via DocuSign if needed

HR: Send welcome email (information on the hiring process, UF, CJC, and the Gainesville Community).

Create UFID for new hire.

Chair: Assign Mentor/buddy and work with Dean's Administration on office location

Dean's Administration: Reach out to new faculty to identify office/office supply needs

New Hire: Create *GatorLink* username and complete the *GatorStart* and *First Advantage* packages

Dean's Administration: Order name plate, name tag, business cards and keys

HR: Email TAG new hire request form

New Hire: Provide required employment documentation and forms

TAG: Create email account. Send welcome email with resources. Send Chair the department information form and new technology form (hardware/software needs)

Chair (or designee): Work with Executive Director of External Relations to request head shot and bio for college announcement and website

*HR: Meet with buddy/mentor and Chair (or designee) for orientation

*Chair (or designee): Meet with mentor/buddy and HR. Order flowers for first day (office or home for remote hires)

HR: Finalize hire in myUFL.

Order *Gator 1* card. Final check in with new hire.

*Chair: Ensure office space is set up for first day or review alternate work location agreement *TAG: sets up new technology for first day