# FIRST DAY WELCOME CHECKLIST

“There seemed to be much less intentional onboarding at the college and department level. For instance, my office had not been cleaned on my first day, my computer was not ready for a few weeks, and I did not even have an office chair for my desk.”

– FACULTY RESPONSE TO SURVEY 2018

The term department is being used in these resources, but substitute the words college, center, institute, or other, as needed.

## Engaging Conversations with your Faculty

Send a welcome email to the department members and copy the new faculty member.

If the department chair is unable to meet the new faculty member on arrival, designate someone who will be there to greet them.

Make sure their office is CLEAN and ready for use; provide keys to their office and/or lab.

Provide link to faculty handbooks and Department By-laws, Student Handbook where relevant.

Make sure faculty has the QUICK START guide, a copy of the Collective Bargaining Agreement (if applicable), and the Faculty Field Guide.

Ensure there is someone available to take the new faculty to lunch or meet for coffee on their first day.

Introduce new faculty to staff and other faculty, where possible.

A small welcome gift or note from the department is an excellent welcoming touch.

Ensure faculty email account is ready.

Be sure to have your new employee get a Gator 1 ID card.

Schedule the department orientation and have the invite on their calendars.

Make sure faculty member understands how to obtain a parking decal.

Provide “What Mentoring Looks Like.”

Provide a tour of the building, the break room, and how to locate restrooms. Provide a list of dining options on campus or close by campus.

Review the handout of department members and explain roles and responsibilities.

Schedule a lunch with their orientation partner or mentor.

Introduce them to their “go to” person for supplies, HR benefits, how to enter vacation time and sick leave.

Go over office equipment (copier, etc) and procedures.

Help them find their classroom on a UF map.

Provide time for the faculty member to explore benefits options on the [UFHR benefits site](https://hr.ufl.edu/benefits/) and/or meet with the HR Benefits representative.

Discuss mission, vision and values of department; expectations for the relationship between chair, administrative staff, and faculty.

Provide overview of department orientation and UF New Faculty Orientation, where applicable. Set expectation for discussions about Individual Development Plans near end of first month.

Answer any outstanding questions or concerns from their review of resource guides.

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## 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 **Jessy John**, and I am thrilled to be assisting in your orientation experience. Your work will be vital in our mission to enable our students to lead and influence the next generation and beyond for economic, cultural, and social benefit. We look forward to coming alongside you as you engage in the creation of new knowledge and the pursuit of new ideas. The University of Florida believes strongly in achieving preeminence through people. Therefore, we are excited to have you join the Gator Nation and trust that your expertise will help fulfill our vision to be agile, forward-thinking, and bold. 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. If you can, please provide me with a short biography by **July 13th**. Below are two examples of previously submitted biographies.

**Example 1: add an example from your department.**

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

All the best,

**Jessy**