Offer to Orientation

Administrative Affairs Process Chart

Department selects top candidate and sends a PAF request to Administrative Affairs (AA) to initiate the offer

AA notifies medical staff of new hire, creates database employment record and routes offer letter contract through docusign

Signed offer letter and demographic form returned to Administrative Affairs

AA POC creates UF ID, sends welcome email, initiates Gatorlink account email and initiates background check

AA checks MyUFL for BBP completion, initiates Gatorstart Onboarding, and coordinates employee health visit

All checklist items received from department

AA POC completes e-verify and all final MyUFL processes for hire

AA POC Sends Employee Health Clearance notification, Badge Information and completes Employee Database Record for faculty on-line Profile

Orientation with Medical Staff and AA

Benefits, leave, Promotion and UF COM overview