

**WELCOME & ONBOARDING  
OFFER ACCEPTED**

Once Administrative Affairs receives an offer letter signed by the candidate and a completed demographic form (provided with offer letter), the onboarding process begins with 3 steps and a Welcome email:

1. Send Welcome email to new hire and copy department POC (example email below)
2. Check for UFID or create a new UFID in MyUFL – initiates GatorLink email to new hire
3. Enter First Advantage Background Check – initiates email to new hire



Hello **Dr. Last Name,**

Welcome to the University of Florida College of Medicine – Jacksonville! In preparation for your hire date, there will be a few items to complete to help assist with your onboarding process.

You will receive four emails from UF:

- **First Advantage email for background check**
  - **GatorLink Account creation email with access code (for MyUFL sign-in)**
  - **GatorStart Onboarding email with link for on-line new hire documents**
- An email will be sent close to your first day with your orientation schedule**

Below, I've included helpful information about these emails as well as how to complete the required training that was mentioned within your offer letter.



An email should have been sent from our partners at First Advantage requesting you to answer a 5-minute questionnaire to complete your background check request. The email contains detailed instructions and the entire questionnaire must be completed in order to move forward with the background check. All information provided is securely and confidentially retained. If you do not receive an email, please call me at (904) 244-0000.



You will receive an automated email from UF asking you to create your GatorLink account - this invitation code expires after 5 days and it is important that you create your account within this allotted time period. You will want to create your GatorLink account so that you have a user ID and password to log into MyUFL to complete the training mentioned below. You will need your UFID number to create this account, your UFID is XXXXXXXX.



You will receive an email from [gatorstart@ufl.edu](mailto:gatorstart@ufl.edu) providing log-in instructions to access the GatorStart portal. With GatorStart, you can begin completing your new hire paperwork prior to setting foot on campus. It will take approximately 10-15 minutes to complete GatorStart. The GatorStart packet must be completed as soon as it is received to ensure your hire and payroll activation is completed timely.



Once you have created your GatorLink Account you will be able to log into MyUFL. Please log into MyUFL and complete the following on-line trainings at your convenience.

Log on at <https://my.ufl.edu/ps/signon.html>. Use your GatorLink User ID and password. After you have logged on, please select the icon at the top right corner of your screen with three horizontal lines. Next, select Main Menu > My Self Service >

Training and Development > My Training. Select Activity Search and search for the course codes below.

- 1) EHS850C: Bloodborne Pathogens & Biomedical Waste Clinical Training
- 2) PRV800: HIPAA & General Awareness Training  
Note: Also complete IRB803: IRB Training (if you participate in research)
- 3) GET803: Maintaining a Safe and Respectful Campus Training

Additional information regarding your employment with the University of Florida can be found in the UF Employee Handbook at <https://hr.ufl.edu/working-at-uf/employee-handbook/>.



### Employee Health

Before your start date, I will need to schedule an appointment for you to meet with Employee Health for your pre-placement health assessment. The health assessment duration is approximately 30 minutes. I will meet with you for 15 minutes prior to your appointment to review paperwork. Availability is any day of the week, excluding Thursday. Please let me know when you are available to coordinate this appointment.



As your hire date approaches, you will receive an email regarding your schedule for your first day. Typically, your first day will include meetings with representatives for benefits, Medical Staff Services, and Administrative Affairs.

Please feel free to contact me should you have any questions or concerns.  
**Again, welcome to UF College of Medicine – Jacksonville.**

Thank you,

**SIGNATURE LINE Administrative Affairs POC**  
**Name & Contact Information**