

Postdocs New Employee Individual Onboarding Checklist



- Familiarize yourself with your workspace
- Meet your colleagues and tour your department
- View [Welcome to UF](#)
- Review the [Get to Know UF and Gainesville Area Flyer](#)
- Visit the [Office of Postdoctoral Affairs](#) web page, review the [Postdoc Resource Guide](#)



- Sign up for [New Postdoc Orientation](#). Each orientation session will also live streamed via Zoom.
- [UF Postdoc Profiles](#) - The Office of Postdoctoral Affairs hosts postdoc profiles to help increase visibility of UF Postdocs. [Submit your profile information](#).
- Familiarize yourself with DCP and your department
- Discuss your role and evaluation process with your Faculty Supervisor/PI
- Research [Your Benefits Options](#)
 - You MUST enroll within 60 days from your hire date in one of UF's benefits packages. If you want your benefits to begin the month following your hire month contact [UFHR Benefits to request an appointment](#) as soon as possible. For immediate assistance email benefits@ufl.edu or call (352) 273-2840.

[ALEX](#), an online benefits counselor can help you make your best benefits decisions ever. Benefits can be very confusing, and UFHR has this tool.

- Review [FICA Alternative Plan](#)
 - Postdocs are mandatorily enrolled in the FICA Alternative Plan. They are automatically enrolled or un-enrolled based on their salary plan status during the affected pay period. VALIC is the plan administrator for the University of Florida.
- Review [Retirement Voluntary Savings Plans](#)
- Review [Postdoc Leave](#)
- December Personal Leave (DPL):
 - Postdocs are credited with four personal leave days (December 26 to 31) to be used during the holiday closing period.



- Start participating in the Office of Postdoc Affairs events, such as the [monthly social](#).
- Continue to work on finalizing your benefits if you have not
- Look out for emails and/or mailings from UF Benefits, People First (State of Florida insurance administrator), and the Florida Retirement System.
- Make sure your mailing address is correct. Update in [UF PeopleSoft](#) –through myUFL portal.



Become involved with professional networking organizations

Schedule a meeting with your Faculty Supervisor/PI to complete your end of semester check-in.

The goal of this check-in is to make sure you are prepared for the next semester, to see what lessons have been learned in your first semester, and what gaps still exist for you to feel successful.



Identify what you like about your job, the challenges, climate, mentoring, & professional development you're interested in.

Schedule a meeting with your Faculty Supervisor/PI to set goals, a career development plan, and yearly evaluation.

There is no specific format for the yearly evaluation, but there should be a Word document with the feedback. Yearly evaluations have to be provided when requesting postdoc assoc. beyond four (4) years.

Keep DCP and [Postdoc affairs updated](#) about any awards and honors you receive so we can brag about them and build up your online presence