New Hire Announcement Guidelines

1. All new hire announcements should be sent on the first day of the employee’s new position.

2. Announcements should include:
   
   - Major responsibilities
   - Supervisory duties, if applicable
   - Professional background
   - Educational background
   - Contact information including:
     - Telephone number
     - E-mail address
     - Physical location (building, room, suite, etc.)

3. Distribution of announcement should be to appropriate e-mail group(s) who are affected by the new hire. If unsure, please check with EA-HR. Please do not send announcement to "EA-Everyone" E-mail Group without seeking prior approval.

4. Announcements may come from either AVC or the hiring manager(s). Please check with department head before sending out the announcement.

Note: If you have any questions regarding a new hire announcement, please contact EA-HR at x43496. Please see sample below.

For Example Only

We do not wish to have all announcements reading the same, so please do not use this sample as a template. Paragraphs, word choices, etc., should reflect your own style -- we simply want to ensure that all pertinent information is included somewhere in your announcement. Thank you.

Dear Colleagues:

I am pleased to announce that [NAME] has accepted the position of [WORKING TITLE] in [UNIT], effective [HIRE DATE].

[FIRST NAME] will be responsible for [HIGH LEVEL LIST OF MAJOR RESPONSIBILITIES]. He/she will have management responsibility for [FUNCTIONAL UNITS SUPERVISED, IF APPLICABLE].
[FIRST NAME] graduated from [UNIVERSITY NAME] in [CITY/STATE] with a degree in [MAJOR] and has a [GRADUATE DEGREE(S), IF APPLICABLE] from [UNIVERSITY NAME]. Prior to accepting this position, he/she served as [LIST AT LEAST 2 FORMER POSITIONS]. [FIRST NAME] brings experience and proven track record of success in the [UNIT NAME OR PROFESSIONAL FIELD] area, which will be invaluable in meeting the departmental goals and objectives.

I would like to thank my colleagues who participated in the selection process. Their efforts are deeply appreciated.

I am confident that [FIRST NAME] will be an excellent match for this position and a strong asset to the EA team. [FIRST NAME] will be located in [BUILDING/ROOM #] and can be reached at [CAMPUS EXTENSION] or [E-MAIL ADDRESS]. Please join me in welcoming her/him to [UCLA/EXTERNAL AFFAIRS/DEPT NAME].

Sincerely,

Name
Title