



SOWELA

TECHNICAL COMMUNITY COLLEGE

www.sowela.edu

TITLE: NEW HIRE ANNOUNCEMENT GUIDELINES

EFFECTIVE DATE: Initial November 6, 2007

LAST REVISION: December 10, 2007

Policy No. 6.036.1

Policy Statement

The Department of Human Resources is responsible for the employment process for all employees of Sowela Technical Community College (Sowela). In an effort to make new employees welcome upon arrival at Sowela, we have established the following guidelines.

1. All announcements for Assistant Director and above should be sent out via email 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:
 - a. Telephone number
 - b. E-mail address
 - c. Physical location (building, room, suite, etc.)
 - Supervisor's name
3. Distribution of announcement for all other hires should be sent to appropriate e-mail groups who are affected by the new hire. If unsure, please check with the Office of HR. Please do not send announcement to "STCC" e-mail group without seeking prior approval from the unit supervisor.
4. Announcements regarding professional/academic staff shall come from either the unit supervisor or the Director of Human Resources. Please check with Director of Human Resources before sending out the announcement.
5. Questions regarding a new hire announcement should be directed to the Office of Human Resources.

New Hire Announcement Sample (Please do not use this sample as a template. Paragraphs, word choices, etc. should reflect your own style; however, we want to ensure that all pertinent information is included in your announcement.):

Dear Colleagues:

I am please to announce that **(name)** has accepted the position of **(position title)** in **(department)**, effective **(hire date)**.

(Name) will be responsible for **(list of major responsibilities)**. He/she will have the management responsibility for **(department/staff supervised, if applicable)**.

(Name) graduated from **(university name)** in **(city/state)** with a degree in **(major)** and had a **(graduate degree[s], if applicable)** from **(university name)**. Prior to accepting this position, he/she served as **(at least two former positions held)**. **(Name)** brings experience and proven track record of success in the **(department name or professional field)** area, which will be invaluable in meeting the departmental goals and objectives.

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

I am confident that **(name)** will be an excellent match for this position and a strong asset to the team. **(Name)** will be reporting to **(Supervisor's name)** in the **(department)**. **(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 **(STCC/department name)**.

Sincerely,

Name

Title

Source of Policy: HR
Related Policy: Sample UCLA External Affairs

Responsible Administrator: Nicole J. Moncrief
LCTCS Policy Reference: NA
LCTCS Guideline Reference: NA
Date: November 6, 2007

Approved by: _____
Chancellor