



UNIVERSITY OF  
TORONTO

# Staff Announcement Form

HR offices should complete this form to announce a new hire or change in staff personnel, one to two weeks before a new team member's start date.

August 24, 2017

**Division of Human Resources & Equity**

Contact the Communications team at [hrandequity@utoronto.ca](mailto:hrandequity@utoronto.ca)

# Staff Announcement Form

## Guidelines

### Purpose:

HR offices should complete this form to announce a new hire or change in staff personnel (e.g., leaves and secondments).

### Process:

After the HR & Equity Communications team has received your completed form, we will:

1. **Add (or update) the employee's information** on [the HR & Equity site's Contact page](#)
2. **Provide the employee with access** to the following HR communication channels:
  - the HR newsletter (*Up Close & Personnel*)
  - the HR Portal on Blackboard
  - HR & Equity's LISTSERVs
3. **Announce the individual** to the appropriate U of T audiences, which may include:
  - *Up Close & Personnel* – the HR & Equity newsletter
  - *The Bulletin Brief*
  - *Provost's Weekly Digest*

### Deadline:

Return completed form **one to two weeks prior** to your team member's start or end date.

### Contact:

Please send completed forms to:

HR & Equity Communications team  
[hrandequity@utoronto.ca](mailto:hrandequity@utoronto.ca)

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## New employee information

Please provide us with your new hire's info.

This information will be posted on the [Contact page of the HR & Equity website](#). UTORids are used to add new employees to the HR & Equity LISTSERVs and newsletter, in addition to providing your staff member with access to the Portal.

<b>First name:</b>	
<b>Last name:</b>	
<b>Job title:</b>	
<b>Department:</b>	
<b>Email:</b>	
<b>Phone number:</b>	
<b>Fax number:</b>	
<b>Office address:</b>	
<b>UTORid:</b>	
<b>Start date:</b>	

## Staff announcement

Announcements are sent out **one week prior** to your new staff's start date.

It should include your new team member's:

- Role and position summary
- Background information (work and relevant education)
- Contact information (email, phone number, and office location)

Please ensure the announcement has been reviewed and approved by the new employee prior to sending it to the HR & Equity Communications team.

We will contact the sender if any major edits need to be made. We make minor copy edits before disseminating as needed.

Here is a sample staff announcement:

I am very pleased to announce that **Jamie Craig** joins the Faculty of Kinesiology & Physical Education (KPE) HR team in the position of human resources administrator, effective January 9, 2017. Jamie replaces **Vindra Gooljar** who is on secondment as an HRIS and project specialist on the HRIS & Process Optimization team.

Jamie joins us from Maple Leaf Foods where she has experience in payroll, benefits, recruitment, training and managing orientation in both unionized and non-unionized environments. At Maple Leaf Foods, she held the positions of HR advisor, HR coordinator (master data) and HR administrator primarily using SAP and Kronos systems.

Jamie has a Bachelor's degree in Media, Information & Technology, a certificate of Human Resources Management from Sheridan College and has achieved her CHRP designation.

Jamie can be reached at 416.946.5133 and at [jamie.craig@utoronto.ca](mailto:jamie.craig@utoronto.ca). Please join us in welcoming Jamie to the University of Toronto (U of T) HR community.

Announcement text:

Please provide us with a write-up of your new team member.

This form was completed and submitted by:

<b>Name:</b>	
<b>Title:</b>	
<b>Department:</b>	