

Supervisors, if you are unable to complete the steps below, please delegate them to a staff member within your office.

### STEPS 1-4 TO BE COMPLETED BY SUPERVISOR A WEEK PRIOR TO EMPLOYEE'S START DATE:

1. Notify GEO team member of your hire/promotion a week prior to the person's start date in his/her new role.  
GEO contact: Valerie Nowacki - Extension 5534 - [valerie.nowacki@pepperdine.edu](mailto:valerie.nowacki@pepperdine.edu)
2. Inform your hire that, as part of the introductory process, you will send a photo announcement of him/her to the faculty and staff community on his/her start date.
3. If your hire has a professional digital head shot of himself/herself, please forward the photo to the GEO contact. Otherwise, a GEO team member will photograph your hire on his/her first day. (See sample announcement below.)
4. Write announcement, collaborating with new hire, as appropriate. Please limit announcement to 250-300 words. (You may find the following worksheet and sample announcements helpful.)

### STEPS 5-6 TO BE COMPLETED BY SUPERVISOR BY 1:00 PM ON EMPLOYEE'S FIRST DAY:

5. Copy and paste your announcement to an e-mail and send it to your hire for review and approval. Please do not share any information that would cause discomfort to your employee.
6. Forward approved announcement to GEO contact by 1:00 PM.

### STEPS 7-9 TO BE COMPLETED BY GEO TEAM MEMBER BY 3:00 PM ON EMPLOYEE'S FIRST DAY:

7. If the hire did not submit a digital head shot to his/her supervisor, take a photograph of the hire and crop/re-size as needed.
8. Insert the hire's picture, contact information, and approved announcement into template.
9. Forward announcement to supervisor along with distribution instructions.

### STEPS 10-11 TO BE COMPLETED BY SUPERVISOR BY 5:00 PM ON EMPLOYEE'S FIRST DAY:

10. Review announcement for accuracy.
11. Distribute announcement.

\*\*\* Contact GEO team member Valerie Nowacki (x5534) for assistance.

To...	
Cc...	New Hire's Name
Bcc...	<input type="checkbox"/> GSBM Staff Malibu; <input type="checkbox"/> GSBM Staff Regional Campuses; <input type="checkbox"/> GSBM Supporting Faculty; <input type="checkbox"/> GSBM Full-Time Faculty;
Subject:	New Employee Announcement - Please welcome [Employee's First & Last Name]

### Sample Announcement

PEPPERDINE UNIVERSITY  
Graziadio School of Business and Management

**NEW EMPLOYEE ANNOUNCEMENT**

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**MARYBETH LAMASCUS**  
RECEPTIONIST  
FULL-TIME PROGRAMS  
Campus: Drescher @ Malibu  
Extension: 4100  
E-mail: [marybeth.lamascus@pepperdine.edu](mailto:marybeth.lamascus@pepperdine.edu)

STRENGTHENING LIVES FOR PURPOSE, SERVICE, AND LEADERSHIP

I am pleased to announce that Marybeth Lamascus has accepted the position of Full-time Programs Receptionist at the Graziadio School of Business and Management. Marybeth report to Carrie Gilchrist, Office Manager of Programs Administration. Marybeth is responsible for the reception area of the Malibu location and will provide support to students, faculty, and staff.

Marybeth is well-versed in working in an educational setting and has a passion for serving others. She is very organized and talks easily to everyone she meets. Her kind heart and bright smile are a welcome addition to our department and will no doubt be a light for our students.

Marybeth is a California native, originally from Brawley, CA. She attended Cal Baptist in Riverside where she earned a Bachelor of Arts degree in Christian Behavioral Science and met future husband Alex. The newlyweds currently reside in Agoura Hills, CA.

Marybeth enjoys being involved in church, reading, having movie nights and hiking. She is also a beginning candle maker. She and Alex love to go antiquing and thrift store shopping in small towns.

Please join me in welcoming Marybeth Lamascus to Pepperdine University!

Carrie Gilchrist | Office Manager, Full-time Programs Administration

GEO | Graziadio Employee Onboarding | Distinctive Leadership 2015 Strategic Initiative: Enhance Community and Communication

# GRAZIADIO STAFF ANNOUNCEMENT

## SUPERVISOR WORKSHEET



The announcement is one of the most important ways you influence how welcomed and valued your new employee feels. This worksheet was designed by the GEO (Graziadio Employee Onboarding) team to help you effectively introduce your employee (**new or promoted**) to the faculty and staff community. While it is **not mandatory** that you use this worksheet, you may find it helpful when composing your announcement.

### ABOUT YOUR EMPLOYEE

Legal Name:	<input type="text"/>	Hire Date:	<input type="text"/>
Preferred Name:	<input type="text"/>	Department:	<input type="text"/>
Job Title:	<input type="text"/>	Reports to:	<input type="text"/>
Job Duties:	<input type="text"/>		
Significant Other:	<input type="text"/>	Number/Names of Children:	<input type="text"/>
Hobbies/Interests:	<input type="text"/>	Charity/Service Work:	<input type="text"/>

### CONTACT INFORMATION:

Location/Suite:	<input type="text"/>	Phone:	<input type="text"/>	Campus E-mail:	<input type="text"/>
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### PREVIOUS EMPLOYMENT:

Employer 1:	<input type="text"/>	Employer 2:	<input type="text"/>
Title:	<input type="text"/>	Title:	<input type="text"/>
Job Duties:	<input type="text"/>	Job Duties:	<input type="text"/>

### EDUCATION:

School 1:	<input type="text"/>	School 2:	<input type="text"/>
Degree/Diploma:	<input type="text"/>	Degree/Diploma:	<input type="text"/>
Emphasis:	<input type="text"/>	Emphasis:	<input type="text"/>

Business Credentials:  
(e.g., certifications, licenses, memberships, etc.)

**QUESTIONS TO CONSIDER:**

Is this a promotion from within? For which school/department did the hire work?

Is the hire a Pepperdine alumni? Which school/program did he/she attend?

Is the hire a current student? Which school/program is he/she attending?

Is the hire a previous employee? When and where did they last work? What has brought him/her back to Pepperdine?

Was the hire recommended by a staff or faculty member for the position? If so, what was said about the hire that made an impression?

What qualities or strengths does the employee bring to the position? Why was he/she hired?

Were there any major past accomplishments (professional or personal) that made an impression on you? Does your new employee possess a certain characteristic that especially impresses you?

Where in Los Angeles /surrounding area does your new employee live? Is your new employee a native of California, or did he/she move here from somewhere else?

What interests or hobbies does your new employee have?

Is he/she involved in charity or service work?



## PEPPERDINE UNIVERSITY

### Graziadio School of Business and Management

It is with great pleasure that I introduce **Chris Bauman** as **Executive Director, Administration, Financial Planning, and Talent Management**. Chris, who officially begins on July 29, will report to the Dean and sit on the school's Leadership Team for strategic planning and strategy implementation. In addition, Chris will, in collaboration with others in the school, plan and implement processes to enhance staff morale and communication, and to facilitate staff development.

Chris has worked for Pepperdine since 2006. During this time he has held several roles within the Office of Financial Planning - most recently as the University's Director of Financial Planning. His responsibilities include developing, maintaining, forecasting, and reporting on the university's operating budget. Prior to joining Pepperdine Chris worked with an investment firm in Los Angeles. Chris holds a B.A. in Economics from Pepperdine, as well as an MBA with an emphasis in finance from the Graziadio School, and he is currently working toward obtaining his CPA certification. Chris is past-president of the Malibu Rotary Club and serves as the servant leader of the finance ministry at his church. He enjoys most outdoor activities, including golfing, skiing, hiking, and running. He has completed the Los Angeles marathon and several half marathons.

Chris is married to Leslie, who holds a Master's degree in Clinical Psychology from Pepperdine University and is completing her PhD at Azusa Pacific University. As a couple they mentor engaged and newly married couples and are certified with the Boone Center for the Family's Successful Marriage Successful Ministry program. Together they are raising their first daughter Mazzlyn, who is 18 months old.

Linda A. Livingstone  
*Dean and Professor of Management*

## PEPPERDINE UNIVERSITY

### Graziadio School of Business and Management

I am pleased to announce that **Annie Carr** has joined the Graziadio School staff as our **Assistant Director of Fully Employed Programs** at the West Los Angeles Graduate Campus. In her new role, Annie will advise BSM, MBA, MBAJ, and MS students in helping to plan their academic time at Pepperdine. Annie will work closely with Cynthia Diaz, and they will split the alphabet; Annie will work with students with last names beginning with A-K and Cynthia will work with students with last names beginning with L-Z.

Annie has an impressive background in education. For the past year and a half she has been the Associate Director of School Operations for KIPP LA Schools, a nonprofit charter school organization. Annie was responsible for strengthening operations and ensuring consistency among all seven elementary and middle schools. Prior to this position, Annie was the Dean of Student Services at California Culinary Academy in San Francisco. There she managed student retention, disability services, international student services, judicial affairs, reentry students and student clubs.

Annie is a graduate of Mount St. Mary's college with a Bachelor of Arts degree in Liberal Studies and USC with a Master of Education. She was born in Taiwan, raised in Los Angeles, and currently lives Mid-City with her husband Jon. A few years ago, Annie and Jon spent eight months traveling the Pacific and Southeast Asia visiting 11 countries. In her spare time, Annie likes to play tennis, participate in outdoor activities, and attend culinary and art events. She also volunteers with Big Sunday and Share Our Strength.

Please help me welcome Annie to the Program Office and the Graziadio School.

Jeanie O'Laughlin  
*Executive Director, Fully Employed Programs*



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Marybeth is a California native, originally from Brawley, CA. She attended Cal Baptist in Riverside where she earned a Bachelor of Arts degree in Christian Behavioral Science and met her husband Alex. The newlyweds currently reside in Agoura Hills, CA.

Marybeth enjoys being involved in church, reading, having movie nights, and hiking. She is also a beginning candle maker. She and Alex love to go antiquing and thrift store shopping in small towns.

Please join me in welcoming Marybeth Lamascus to Pepperdine University!

Carrie Gilchrist  
*Office Manager, Full-time Programs Administration*

## PEPPERDINE UNIVERSITY

### Graziadio School of Business and Management

I am pleased to announce the appointment of **Sharon Davis** to the position of **Student Systems Coordinator and Assistant to Associate Dean, Administration**. In this blended role, Sharon will help maintain the integrity of the PeopleSoft Student Administration system, hold responsibility for related student records projects, and assume other duties in support of administration.

Sharon spent the last eleven years employed at California State University, Dominguez Hills. In her most recent position she served as Admissions Liaison/Advisor for their Education Opportunity Program (EOP). In addition to coordinating the admission process and training student workers, Sharon served as an Office Manager. When the campus implemented PeopleSoft two years ago, she created new efficient procedures and took on the challenge of query writing.

Sharon, the youngest of seven children, graduated with her Bachelor of Arts in Physical Education from California State University, Dominguez Hills, and is very close to finishing her Master of Arts in Education Administration from there as well. She is a native of Los Angeles but treasures the two years she lived in New Orleans. She loves to travel and counts Miami, Puerto Rico, and New York as three of her favorite destinations, primarily due to the variety of their people, food, and culture. Sharon enjoys baking, cooking, and taking extra long walks on the weekend with Mosley, her recently adopted Brussels Griffon puppy.

Please join me in giving Sharon a warm welcome to Pepperdine University.

Valerie Nowacki  
*Assistant Director, Student Systems*