

NEW EMPLOYEE INFORMATION SHEET

YOUR PERSONAL CONTACT INFORMATION

OTHER NOTES

LCC Email Address: _____
Division/Department: _____
Program (if applicable): _____
Employee ID: _____ Username: _____
Office/Mailbox Location: _____ Office Phone Number: _____

KEY PERSONNEL IN YOUR DIVISION/DEPARTMENT/PROGRAM

PHONE NUMBER

OFFICE LOCATION

Dean: _____	_____	_____
Dean's Secretary: _____	_____	_____
Associate Dean: _____	_____	_____
Faculty/Program Director: _____	_____	_____
Dept. Lead Support: _____	_____	_____
Library Liaison: _____	_____	_____