

ADMINISTRATIVE SERVICES DEPARTMENT

ERNEST ORLANDO LAWRENCE BERKELEY NATIONAL LABORATORY

ASD New Employee Orientation

Program Synopsis:

This program provides a systematic approach to familiarize new Administrative Services Department (ASD) employees to the Laboratory, their matrix division and ASD. The tools can also be used to assist employees who transfer to new positions. Partnerships will be created between the Hiring Supervisor, the assigned Buddy, and the ASD New Employee Orientation Coordinator (NEOC).

Goals & Objectives:

- To orient new employees to the Laboratory environment.
- To give new employees a variety of contacts and resources.
- To assist transferred employees in adapting to their new position.
- To ensure that there is a smooth transition.

Program Components:

The ASD Supervisor begins the process by providing the overview of the Laboratory and our policies and procedures.

Employees are assigned a Buddy or a series of Buddies to orient them to specific aspects of how the Laboratory and their division operates.

The NEOC assists in directing the employee through the first phases of employment.

Tools:

- ASD New Employee Orientation Responsibility Matrix.
- ASD New Employee Orientation Checklist.
- Resource Binder Template.

Program Coordination:

The program is a partnership with the hiring supervisor and the NEOC.

Hiring Supervisors remain responsible for making sure the new employee gets all required information and training, and will inform the NEOC of projected start dates.

The NEOC works with the new employee to answer any questions, presents the orientation, ensures that all safety and human resource requirements are met by the supervisor, and assists in making the transition an enriching experience.

Delia Clark

Phone: 486-6331
Fax: 486-4570
Location: 75B-118
Mail Stop: 75B0101
Email: dnclark@lbl.gov

Target Population

- New Employees
- Transferred or Promoted Employees

"Bridging the Gap in Support of Success"

ADMINISTRATIVE PREPARATION FOR NEW HIRES

START DATE: _____

Name		ID#		Job Title	
Org Code		Dept/ Group		Customer	
Mail Stop		Location		Ext.	Fax
Supervisor		Supervisor's Ext		Supervisor's Location	

Set up accounts. <http://www.lbl.gov/ICSD/CIS/accounts.html>

IMAP4/EPO	UNIX	LET'S Project ID:
Calendar	Novell	LET'S Approver:
	LET'S Account:	LET'S Timekeeper:

Contact the appropriate administrator to obtain access.

HRIS (Human Resources)	PRP (Procurement)	Travel Power
FMS (Financial Management System)	Sunflower (Property)	Travel Manager

Telephone	Furniture	Computer Hardware
Keys/Cardkey	Supplies	Computer Software

Prepare Orientation Package	Phone List (LBL Mgmt, Division and Admin Support)	Division Specific Materials
Position Description/Expectations	Update Phone Directory	
Org Charts (Lab, Division, Group etc.)	Voice Mail Instructions	
Visitor's Guide/Map	ASD Desk Manual	

WEB PAGES

LBNL Home Page:

<http://www.lbl.gov>

Administrative Services Dept. (ASD):

<http://asd.lbl.gov/>

ASD Academy:

<http://asd.lbl.gov/academy/index.html>

LBNL Divisions/ Programs:

<http://www.lbl.gov/LBL-Programs/>

Human Resources:

<http://www.lbl.gov/Workplace/HumanResources>

Regulations & Procedures Manual (RPM):

<http://www.lbl.gov/Workplace/RPM/>

Site Access Information:

<http://www.lbl.gov/Workplace/site-access/>

Travel Information, Guidelines:

<http://travel.lbl.gov/index.htm>

Visitor Information:

<http://www.lbl.gov/visitor-info.html>

Conference Rooms

http://web5.lbl.gov/conf_rooms/

Today at Berkeley Lab:

<http://www.lbl.gov/today/index.html>

Cafeteria Menu

<http://www.lbl.gov/Workplace/cafeteria/>

Self Help:

<https://hris.lbl.gov/>

Labor and Employee Relations:

http://www.lbl.gov/Workplace/HumanResources/hr_ler/

Computer Help Desk:

<http://www.lbl.gov/cs/help/>

Oracle Calendar:

<http://www.lbl.gov/ITSD/CIS/CITG/calendar/>

Email:

<http://www.lbl.gov/ITSD/CIS/CITG/email/>

TEID Downloads: <http://www-library:> <http://www-library.lbl.gov/teid/tmTeid/downloads/TeidDownloads.htm>

Telephone Services:

<http://tscweb.lbl.gov/>

Procurement:

<http://Purch1.lbl.gov/>

Federal Express

<http://www.fedex.com/>

Environment Health & Safety Home Page:

<http://www.lbl.gov/ehs/index.shtml>

Health & Safety Manual (Pub 3000):

<http://www.lbl.gov/ehs/pub3000/>

Environment Health & Safety Training (JHQ & GERT):

<http://www.lbl.gov/ehs/training/index.shtml>

University of California

<http://www.universityofcalifornia.edu/welcome1.html>

Department of Energy:

<http://energy.gov/engine/content.do>

Acronyms

http://www-msd.lbl.gov/msd/Internal/Abbreviations_Acronyms.pdf

ASD New Employee Orientation Responsibility Matrix

Supervisor	Buddy/Buddies	NEO Coordinator
MACRO	MICRO	QA
<ul style="list-style-type: none"> ◆ Contact NEO Coordinator <ul style="list-style-type: none"> ▲ Start Date, location, extension, name of Buddy ◆ Welcome/Orientation <ul style="list-style-type: none"> ▲ Start Process ▲ Benefits sign up ▲ Location (Office Space) ▲ Intro to Buddy & team ▲ Dept./Div organization, goals, mission ▲ ASD organization, goals, mission, matrix concept ◆ Position Description <ul style="list-style-type: none"> ▲ Expectations <ul style="list-style-type: none"> ◆ Establish performance goals ◆ Attendance ▲ Probation ▲ P2R/PRD ▲ Salary process ◆ Leave Guidelines <ul style="list-style-type: none"> ▲ Work hours ▲ Breaks ▲ Leave notification ▲ LETS/Project ID ◆ Lab Equipment Policy <ul style="list-style-type: none"> ▲ Lab Business ONLY ▲ Phone/faxes, computers, vehicles ◆ Safety: <ul style="list-style-type: none"> ▲ JHQ ▲ Ergo evaluation, & follow-up ▲ EH&S training ▲ Evacuation procedures <ul style="list-style-type: none"> ◆ Duck/cover/hold, Assembly area, x7911 ◆ Training <ul style="list-style-type: none"> ▲ Identify training needs ▲ Academy ▲ Onsite/Offsite ◆ Union ◆ Site Access <ul style="list-style-type: none"> ▲ Badges ▲ Parking ◆ Computers <ul style="list-style-type: none"> ▲ Site Licensing ▲ Cyber Security ▲ E-mail/100mb ◆ Desk Manual ◆ Celebrate Passing Probation 	<ul style="list-style-type: none"> ◆ Be an available resource ◆ Desk Manual ◆ Acclimate to space: rest rooms, supply rooms, office equipment ◆ Phone procedures <ul style="list-style-type: none"> ▲ Set up voice mail ◆ Computers <ul style="list-style-type: none"> ▲ E-mail – Tips ▲ Set up user profile ▲ Local drive ▲ Help desk ◆ Networks <ul style="list-style-type: none"> ▲ Printers ▲ Servers ◆ Calendar - Tips <ul style="list-style-type: none"> ▲ Access, usage ◆ Websites <ul style="list-style-type: none"> ▲ Main ▲ Directory ▲ ASD & ASD Academy ▲ Computer Help ▲ Work Request Center ▲ Gate Access ▲ Self Help ◆ Office procedures: <ul style="list-style-type: none"> ▲ Mail system/FedEx ▲ Ordering supplies ▲ PRP ▲ LETS ▲ Property/Equipment ▲ Lab vehicles ▲ Travel ▲ Finance/Check requests, IRIS ▲ Memo/Presentation Formats ▲ Archiving ▲ Meetings/Conferences ◆ Give personal tour of the LBL site <ul style="list-style-type: none"> ▲ Division Locations, Cafeteria, Mail Room FedEx, Security, ATM. ◆ Bus System ◆ Safety: <ul style="list-style-type: none"> ▲ Duck, cover, hold ▲ Assembly area ▲ 7911 ◆ Labwide Communication <ul style="list-style-type: none"> ▲ The View ▲ Today @ LBL ▲ Level 1's ASD/Div/Lab 	<ul style="list-style-type: none"> ◆ Contact 1st day - Intro ◆ Contact after 1st week. <ul style="list-style-type: none"> ▲ Set up meeting ▲ Deliver PP presentation ▲ New employee survey ◆ Invite new employee to group meeting with BSD Management ◆ Safety Status <ul style="list-style-type: none"> ▲ JHQ Completed? ▲ Classes scheduled? ▲ Ergo Eval. complete? ◆ Ensure understanding of what Sup discussed ◆ Answer any questions ◆ Contact <ul style="list-style-type: none"> ▲ 60 Days <ul style="list-style-type: none"> ◆ Check in ▲ 90 Days <ul style="list-style-type: none"> ◆ Has evaluation been provided? ◆ Discuss challenges ◆ Inform Supervisor of progress/issues ◆ Celebrate Passing Probation

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I
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o**

First Name
Last Name
Extension
Fax
Location
Mail Stop

Start Date
Week 2
Day 30
Day 60
Day 90
Probation Ends

Contacted
 Yes No
 Yes No
 Yes No
 Yes No
 Yes No
 Yes No

Supervisor Info
First Name
Last Name
Ext Mail Stop

	First Name	Last Name	Ext
Buddy Info	<input type="text" value="Valerie"/>	<input type="text" value="Espinoza"/>	<input type="text"/>
	<input type="text" value="Jann"/>	<input type="text" value="Jackson"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Administrative Services Department

New Employee Orientation

THE BUDDY PROGRAM

Guide for the New Employee

Your Buddy:

Name: _____

Phone Number: _____

Location: _____

Your Buddy:

Name: _____

Phone Number: _____

Location: _____

Introduction

The Buddy program provides a systematic approach to familiarize new Administrative Services Department (ASD) employees to the Laboratory, their matrix division and ASD. Partnerships will be created between the Hiring Supervisor, the assigned Buddy, and the ASD New Employee Orientation Coordinator (NEOC)

ASD New Employee Orientation Coordinator

DELIA CLARK

Phone: 486-6331

Fax: 486-4570

Location: 75B-118

Mail Stop: 75B0101

Feel free to contact me anytime.

Welcome to ASD!

Responsibilities and Roles of Your Buddy:

Responsibilities

Your buddy's responsibilities include:

- ✓ Contacting you upon your arrival and maybe even scheduling lunch;
- ✓ Establishing a rapport with you;
- ✓ Ensuring an open-line of communication between you and your Buddy respecting confidentiality;
- ✓ Being able to answer questions;
- ✓ Aiding your assimilation process in an unfamiliar environment;
- ✓ Orienting you to Berkeley Laboratory procedures;
- ✓ Introducing you to other employees in your department/division;
- ✓ Following up with you.

Roles

Your buddy's roles include:

- ✓ **Listening.** Your buddy can be utilized as a sounding board and should encourage open communication. By actively listening, your buddy can promote honest questions and expression of feelings and concerns. Your buddy should provide relevant information to you and encourage a process of self-direction.
- ✓ **Role Model.** Your buddy is a role model and exemplifies Berkeley Laboratory values while promoting learning and positive development.
- ✓ **Advise.** Your buddy can help guide you in many situations based on experience and knowledge obtained in the work environment.

What kinds of information would be helpful?

Many of your questions center around what, how, where, who and why and can include:

About Berkeley Laboratory in General:

- ✓ How can I find my way around Berkeley Laboratory? Where is a map? How do I make sense of the way buildings are numbered? How do I get around this place? Where is the shuttle bus schedule? Where are the stops?
- ✓ How do I find out how to spell a Berkeley Laboratory employee's name? How do I find out where they are located and what their mailing address is?
- ✓ Where can I go to buy lunch? If I bring my lunch, where can I go to eat it?
- ✓ Where are the major business units located?
- ✓ Where can I find specific information on the Berkeley Laboratory website?
- ✓ Do I have to wear my ID badge? Why?

About your Department/Division:

- ✓ How is it organized? Who reports to whom?
- ✓ Where is the organizational chart?
- ✓ Where can I find my department's mission?
- ✓ How do I get contact information for other support services?
- ✓ What is it like to work in this department/division?
- ✓ How do I accomplish specific tasks?
- ✓ Who are my points of contact?
- ✓ And more...

New Employee Questionnaire

Thank you so much for participating in our buddy program. We sincerely hope you got a lot out of it personally and professionally. This brief questionnaire is intended solely to help in the review and design of the ASD Buddy Program, in order to ensure that it can best meet everyone's needs. The contents of the questionnaire are confidential and are not used for any other purpose. Completion of this questionnaire is voluntary.

Please either circle the relevant number, answer YES/NO, or fill in the blank for the following questions:

1 = Strongly disagree 2 = Disagree 3 = Agree 4 = Strongly agree

My buddy was helpful.	1	2	3	4
Meeting with my buddy was enjoyable.	1	2	3	4
Meeting with my buddy was a good use of my time.	1	2	3	4
The Buddy Program helped me grasp departmental and organizational policies and procedures.	1	2	3	4
The Buddy Program helped me understand the culture of my department and of the larger organization.	1	2	3	4
Overall, I can attribute some of my ability to grasp assignments and tasks to The Buddy Program.	1	2	3	4
Overall, The Buddy Program has helped me feel supported in my new job.	1	2	3	4
I was assigned a buddy on my first day (circle one)	YES	NO		
My supervisor knew who was assigned as my buddy (circle one)	YES	NO		
The greatest benefit I got from being assigned a buddy was: _____				

The goals of the buddy relationship, as stated in the program objectives, were met (see page 4).	1	2	3	4

Suggestions to improve The Buddy Program: _____

Return completed form to:

Delia Clark, Mail Stop 75B0101 by: _____

Administrative Services
Department

New Employee Orientation

THE BUDDY PROGRAM

Buddy's Guide

New Employee's Name: _____
Phone Number: _____
Location: _____
Date of Hire: _____

Introduction

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ASD New Employee Orientation Coordinator

DELIA CLARK

Phone: 486-6331

Fax: 486-4570

Location: 75B-118

Mail Stop: 75B0101

Feel free to contact me anytime.

Thanks for volunteering!

Responsibilities and Roles of the Buddies

Responsibilities

Your responsibilities include:

- ✓ Contacting the new employee upon their arrival and maybe even scheduling lunch;
- ✓ Establishing a rapport with the new employee;
- ✓ Ensuring an open-line of communication between you and the new employee, respecting confidentiality;
- ✓ Being able to answer questions;
- ✓ Aiding the new employee's assimilation process in an unfamiliar environment;
- ✓ Orienting the new employee to Berkeley Laboratory procedures;
- ✓ Introducing the new employee to other employees in your department/division;
- ✓ Following up with the employee.

Roles

Your roles include:

- ✓ **Listening.** You can be utilized as a sounding board and should encourage open communication. By actively listening, you can promote honest questions and expression of feelings and concerns. You should provide relevant information to the new hire and encourage a process of self-direction.
- ✓ **Role Model.** You are a role model and exemplify Berkeley Laboratory values to promote learning and positive development.

What kinds of information would be helpful?

Many of a new employee's questions center around what, how, where, who and why and can include:

About Berkeley Laboratory in General:

- ✓ How can I find my way around Berkeley Laboratory? Where is a map? How do I make sense of the way buildings are numbered? How do I get around this place? Where is the shuttle bus schedule? Where are the stops?
- ✓ How do I find out how to spell a Berkeley Laboratory employee's name? How do I find out where they are located and what their mailing address is?
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- ✓ Where can I find specific information on the Berkeley Laboratory website?
- ✓ Do I have to wear my ID badge? Why?

About my Department:

- ✓ How is it organized? Who reports to whom?
- ✓ Where is the organizational chart?
- ✓ Where can I find my department's mission?
- ✓ How do I get contact information for other support services?
- ✓ What is it like to work in this department/division?
- ✓ How do I accomplish specific tasks?
- ✓ Who are my points of contact?
- ✓ And more...

Buddy Questionnaire

Thank you so much for participating in our buddy program. We sincerely hope you got a lot out of it personally and professionally and that you will consider acting as a buddy again. This brief questionnaire is intended solely to help in the review and design of the ASD Buddy Program, in order to ensure that it can best meet everyone's needs. The contents of the questionnaire are confidential and are not used for any other purpose. Completion of this questionnaire is voluntary.

Please either circle the relevant number, answer YES/NO, or fill in the blank for the following questions:

1 = Strongly disagree 2 = Disagree 3 = Agree 4 = Strongly agree

I was satisfactorily briefed regarding my role as a buddy.	1	2	3	4
I was happy with the way in which the new employee was assigned to me.	1	2	3	4
The new employee seemed satisfactorily briefed regarding my role.	1	2	3	4
I was happy with the support provided by the program coordinator.	1	2	3	4
The frequency of our meetings was adequate.	1	2	3	4
We met: (please circle one):				
Once/week	Twice/week	More than twice/week		
Once/month	Twice/month			
Typical topics of discussion were (please list): _____				

The goals of the buddy relationship, as stated in the program objectives were met (see page 4).	1	2	3	4

Suggestions: _____

Send Completed Form to:
 Delia Clark, Mail Stop 75B0101 by: _____

Administrative Services Department

New Employee Orientation

THE BUDDY PROGRAM

Supervisor's Guide

PROGRAM OBJECTIVES

By instituting a buddy system, it is intended that:

- ✓ The new employee will quickly become more knowledgeable about department practices and organizational culture.
- ✓ The initial confusion and uncertainty faced by new employees is lessened due to the supportive environment.
- ✓ Questions regarding basic operational issues are dealt with in a timely manner.
- ✓ New employees find out how best to interact with others in their new surroundings in a supportive and risk-reduced environment.
- ✓ Manager/supervisor has more time with new employee to focus on specific issues.
- ✓ The new employee begins to quickly add value to the organization, leading to increased confidence and self-esteem.
- ✓ The buddy is actively involved in helping to make this a better place to work and enhancing the experience of the new employee.

SELECTION AND PAIRING OF BUDDIES

It is imperative for buddies to be assigned on or before the new employee's first day. Buddies should be nominated by departmental managers on the basis of the following criteria:

- ✓ The employee's interpersonal skills,
- ✓ The employee's knowledge and skills, and
- ✓ The employee's understanding and commitment to the department's vision and values.

RESPONSIBILITIES AND ROLES OF THE BUDDIES

Responsibilities

The Buddy's *responsibilities* include:

- ✓ Contacting the new employee upon their arrival and maybe even scheduling lunch;
- ✓ Establishing a rapport with the new employee;
- ✓ Ensuring an open-line of communication between the new employee and the buddy, respecting confidentiality;
- ✓ Being able to answer questions;

RECOMMENDED FREQUENCY AND TIMING OF MEETINGS

Buddies should plan to meet regularly with the new employee for at least 15 to 30 minutes once a week during their first month (the supervisor should indicate how much time is appropriate). It is expected that the buddy and the new employee meet within working hours. Some buddies and new employees agree to meet on a social basis, outside working hours. This is an entirely discretionary matter between the buddy and the new employee. **Note:** *Time spent during non-work hours is not compensated.*

TIME FRAME OF THE RELATIONSHIP

The formal buddy relationship will be terminated if either:

- ✓ Six months expire, (although three months may be sufficient), or
- ✓ After the Supervisor/Manager determines that all necessary information has been discussed, or
- ✓ Either party requests it.

The buddy relationship operates under a "no fault" termination mechanism. This means that if either the buddy or the new employee so requests, the buddy relationship immediately ends. The new employee can be assigned to another buddy. **NO REASONS SHOULD BE SOUGHT; NO DISCUSSION SHOULD FOLLOW; NO BLAME SHOULD BE APPORTIONED.**

REVIEW OF THE PROGRAM

At the end of the formal relationship, the NEOC will ask the buddy and the new employee to fill in a questionnaire (see next pages) aimed at improving the Buddy Program. The questionnaires should then be returned the NEOC.

BUDDY QUESTIONNAIRE

Thank you so much for participating in our buddy program. We sincerely hope you got a lot out of it personally and professionally and that you will consider acting as a buddy again. This brief questionnaire is intended solely to help in the review and design of the ASD Buddy Program, in order that it can best meet everyone's needs. The contents of the questionnaire are confidential and are not used for any other purpose. Completion of this questionnaire is voluntary.

Please return this questionnaire to Delia Clark at Mail-Stop 75b0101 by _____.

Please either circle the relevant number, answer YES/NO, or fill in the blank for the following questions:

1 = Strongly disagree 2 = Disagree 3 = Agree 4 = Strongly agree

I was satisfactorily briefed regarding my role as a buddy.	1	2	3	4
I was happy with the way in which the new employee was assigned to me.	1	2	3	4
The new employee seemed satisfactorily briefed regarding my role.	1	2	3	4
I was happy with the support provided by the program coordinator.	1	2	3	4
The frequency of our meetings was adequate.	1	2	3	4

We met: (please circle one):

Once/week	Twice/week	More than twice/week
Once/month	Twice/month	

Typical topics of discussion were (please list):

The goals of the buddy relationship, as stated in the program objectives, were met (see page 4).	1	2	3	4
--	----------	----------	----------	----------

Suggestions:

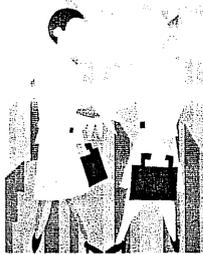


The Administrative Services Department

In Support of Science

New Employee Orientation

The Supervisor's Roles and Responsibilities



How to bring a new employee on
board and make that first good
impression.....

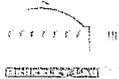


Administrative Services Department

In Support of Science

The Supervisor's Tool Kit





Supervisor's Responsibility

- Review the check list and ensure that all is complete.
- Assign a "Buddy" for the new employee.
- Prepare the new employee's first assignment.
- Contact New Employee Orientation Coordinator



Supervisor's Responsibility

- Model desired behavior
- Make requirements clear
- Identify what success means in the context of the lab mission
- Have passion for excellence that is reflected in:
 - Hiring decisions
 - Development planning
 - Ongoing feedback (continuous improvement – coaching)
 - Responsible decision making
- Have an understanding of what can lead to compromised values:
 - Pressure
 - Confused priorities (especially important in matrix organization)
 - Misuse of power
 - Not sharing enough information to support informed decision making



Tools

- ✓ New Employee Check List
- ✓ Brochure & Flyer
- ✓ Buddy Program Guidelines



Employee's First Day

- Ensure that the new employee is met after the badging process is completed.
- Introduce the new employee to pertinent staff members.
- Introduce new employee to assigned "Buddy."
- Give new employee their first assignment.
- Follow up at the end of the first day.



Employee's First Week

- Spread out information-don't overwhelm the new employee.
- Assist in the completion of the JHQ.
- Review the necessary EH&S courses and have the "Buddy" help schedule classes.
- Review with Buddy the ASD "How To" tutorials and go over ASD web-site.
- Home Supervisor continues to follow up on assignments and give feedback to new employee.



First Month

- Checklist should be completed with new employee.
- Ergonomic evaluation completed.
- Attendance at the Laboratory and ASD New Employee Orientation.
- If possible attend "Introduction to EH&S at LBNL.
- Meet with New Employee Orientation Coordinator to give feedback.
- Home Supervisor continues to meet and monitor work assignments.
- Schedule any training courses needed for the position.



First Six Months

- Periodic check in by New Employee Orientation Coordinator.
- Completed all EH&S courses.
- First performance appraisal.



Outcome

- ASD should have a well trained new employee.
- The new employee's enthusiasm should still be as high as the first day of work.
- The new employee should feel good about their accomplishments for the past six months.
- Hopefully the new employee has developed a sense of loyalty to the department and to the lab.





In Support of Science

Administrative Services Department

A Berkeley Laboratory Overview



In Support of Science

Lawrence Berkeley National Laboratory

- The Berkeley Lab is one of three Department of Energy (DOE) national laboratories managed by the University of California. Lawrence Livermore National Laboratory and Los Alamos National Laboratory are the other two.
- Other notable national laboratories, which are primarily funded by DOE are: Sandia, Brookhaven, and Fermilab.
- Founded in 1931 by Ernest Orlando Lawrence, LBNL is the oldest of the national laboratories.
- E.O. Lawrence invented the cyclotron which led to a Golden Age of particle physics and revolutionary discoveries about the nature of the universe.





LBNL Today



- LBNL is a multiprogram lab where research in advanced materials, life sciences, energy efficiency, detectors and accelerators serves America's needs in technology and the environment.
- Of its nine Nobel Prizes, five are in physics and four in chemistry.
- LBNL has approximately 4,000 employees, which includes 800 students.
- The Lab also hosts more than 2,000 participating guests each year from around the world.



Nobel Laureates

1939: Ernest Orlando Lawrence

Ernest Orlando Lawrence, founder of the Berkeley Lab, for "the invention and development of the cyclotron, and for the results thereby attained, especially with regard to artificial radioelements."

1951: Glenn T. Seaborg

Glenn T. Seaborg, with Edwin M. McMillan for "their discoveries in the chemistry of the transuranic elements."

1951: Edwin M. McMillan

Edwin M. McMillan, former Director of the Berkeley Lab, with Glenn T. Seaborg for "their discoveries in the chemistry of the transuranic elements."

1959: Owen Chamberlain

Owen Chamberlain, with Emilio Segre, for "their discovery of the antiproton."

1959: Emilio G. Segre

Emilio G. Segre, Physics Division, with Owen Chamberlain, for "their discovery of the antiproton."

1960: Donald A. Glaser

Donald A. Glaser, Physics Division, for "the invention of the bubble chamber."

1961: Melvin Calvin

Melvin Calvin, for "his establishment of a sequence of chemical reactions involved when a plant assimilates carbon dioxide."

1968: Luis W. Alvarez

Luis W. Alvarez, "for decisive contributions to elementary particle physics ... through the development of the technique of using the hydrogen bubble chamber and data analysis."

1986: Yuan T. Lee

Yuan T. Lee, "for contributions to the development of a new field of research chemistry -- reaction dynamics."



Who We're Not

- LBNL is not the LLNL (Lawrence Livermore Lab). We are sometimes confused with our sister lab.
- LBNL is dedicated to basic scientific research and funded by the DOE and Work for Others.
- LLNL does *classified* research generally for defense projects.
- Most of LLNL's funding comes from the Department of Defense and DP.
- Security Clearances are required to work at LLNL, not at the LBNL.



Lab Structure

- Dr. Charles Shank, the Laboratory Director





Directorate Organization Structure

- Dr. Shank has two deputies:

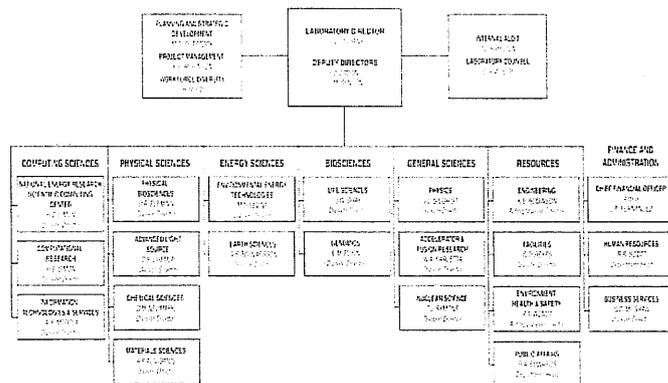
Piermaria Oddone – oversees the scientific work at the Lab.



Sally Benson-oversees the operations of the Lab.



LBLN Org Chart





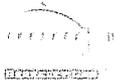
Administrative Services Department

What is ASD?



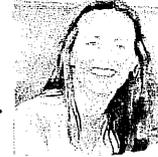
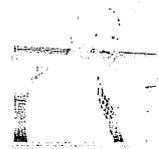
A Matrix Organization

- ASD is a department in the Business Services Division.
- ASD is a matrix organization of ~280 administrative and management staff deployed to the "field" (scientific divisions and operation departments).
- We provide "At the Elbow" service to customers.
- We deliver business and administrative services and budget management.
- There is a shared responsibility with ASD & your customer.

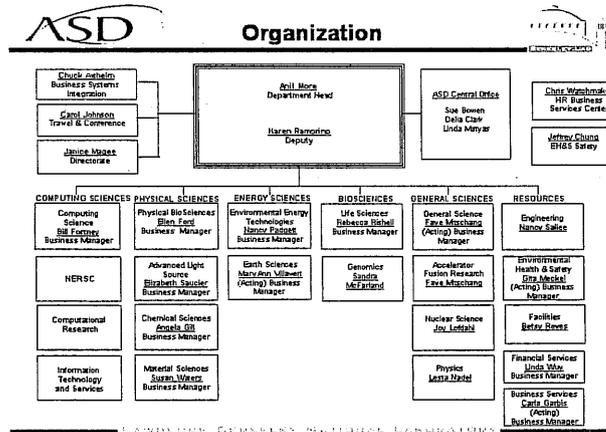


Our Leaders

- David McGraw is our Division Director and reports to Sally Benson, Deputy Director of Operations.
- Anil Moré is the ASD Department Head and reports to David McGraw.
- Karen Ramorino is the Deputy of ASD and reports directly to Anil Moré.



ASD Organization Chart





ASD Mission-Vision

- **ASD Mission:**

We support the Laboratory by delivering business and administrative services, budget management and development of staff through leadership, teamwork, and communication.

- **ASD Vision:**

ASD employees will lead the way in developing innovative business services that support scientific objectives.

ASD drives value-added integration of administrative functions across LBNL organizational boundaries.

ASD offers a variety of opportunities to develop relationships with other ASD employees, customers and stakeholders.



Who is my official supervisor?

- Your supervisor is an ASD professional who is assigned to your division/department.
- This is the person who writes your performance appraisal with input from your customer(s).
- Your supervisor is responsible for:
 - Hiring,
 - Performance management,
 - Training, and
 - Terminations.



Who is my customer?

- Your customer is the one you support (Scientists, Department Heads, Group Leaders, Division Directors, and Managers) and with whom you have daily interaction.
- Customers provide input to your performance appraisals.



Matrix Organization Responsibilities

- Shared responsibilities with the customer and your home supervisor includes:
 - Determining staffing needs,
 - Performance management,
 - Safety,
 - Training,
 - Job Scope,
 - Diversity.
- Day to day oversight by customer.



ASD Web-Site

<http://asd.lbl.gov/index.html>

The ASD Web-Site is full of valuable information:

- ASD Manual
- ASD Academy/Training
- On-Line Training
- Supplemental Labor
- Forms
- Links to other areas
- Resources
- ASD News
- List of Acronyms



ASD Academy

- Mission/Purpose
 - The primary mission of the ASD Academy is to provide a sustainable and equal opportunity access to training through employee knowledge sharing. This mission recognizes our own people as subject matter experts and creates training and learning opportunities for sharing that knowledge with others. In subject areas where ASD does not have internal expertise, we can utilize resources from other lab divisions/departments or outside consultants.



ASD Academy

- We also recognize that ASD employees learn in diverse ways and that career and skill development needs change over the tenure of a career. We will offer a variety of training and learning opportunities. The focus of training will be around career paths. The focus of learning will be around career development topics and informative and participatory forums connecting ASD employees.
- Located in the 7C Trailer and is open from 7 am – 7 pm Monday thru Friday.



Diversity Awareness

- **LBNL DIVERSITY STATEMENT**
 - Employees at all levels of the organization are expected to work effectively within our diverse culture by promoting and supporting an environment in which all employees are valued, respected, and included. Managers and Supervisors have the additional responsibility to enhance this development by modeling and sustaining the commitment among team members and staff.



Diversity Awareness

■ ASD Diversity Workshop Notes - August 20-21, 2003

In August, ASD sponsored a Diversity Awareness Workshop to discuss our differences in the workplace around the themes of:

- Civility and Respect,
- Social, Cultural and Ethnic Differences,
- Relationships between ASD Employees and ASD Supervisors,
- Relationships between ASD Employees and Scientific Community,
- Work Life Balance.



Coalition of University Employees Union

- Two-thirds of ASD employees are represented by the Coalition of University Employees Union (CUE).
- HEERA confidential and exempt employees are not represented.
- If you are not a HEERA confidential or exempt employee, you are automatically set up to contribute "Fair Share". If you have any questions, you may contact David Hom or Mark Covington. They are your local CUE representatives.



Environmental, Health and Safety

- The Lab values a safe and healthy environment and promotes emergency preparedness by all employees.
- You will receive a broader overview in the Laboratory New Employee Orientation.
- Within the first 90 days of employment, you must receive an ergonomic evaluation of your work station.
- The results and recommendations of your evaluation will be shared with you.



NEO Orientation Follow-up

- The New Employee Coordinator will check in periodically during your first six months.
- This will allow us to get feed back from you on how you are doing.
- If you have any questions, feel free to call anytime.



Conclusion

Have you...

- Filled out all of your benefit forms and W4 form with HR.
- Met with your Home Supervisor.
- Completed new employee checklist.
- Met the group you will be working with.
- Had a "Buddy" assigned to you.
- Completed your Job Hazard Questionnaire.
- Completed your GERT Training.
- Signed up or already taken your Introduction to EH&S Course.
- Completed your ergonomic evaluation of your workstation.
- If you haven't...



Remember

- We are a Matrix Organization
- Partnership between ASD and your customer.
- Ask questions, get help right away.
- Contact your Supervisor, Buddy or the New Employee Orientation Coordinator.

ASD
ASD

In Support of Science

Thank you for attending
ASD's New Employee
Orientation