**Systems New Hire Checklist**

Library systems office needs the following information to set up your new hire. Please complete the following information and email it to **helpbox@library.berkeley.edu** as soon as possible.

--

New hire name:

Supervisor:

Work Address (cubicle address if Moffitt Tech Services):

Work phone number:

List of network shared drives needed:

New hire email address:

First initial of first name and 7 digits of last name:

Roundtable member? [ ]  Yes [ ]  No

For *email reflectors*, supervisors will need to follow up with individual list owners to request addition.