



## **Our Objective**

The ASD New Employee Orientation is designed to help you get familiar with your new workplace.

Our intent is to have new employees:

- Feel at ease and welcome at Berkeley Lab
- Obtain a good grasp of the Laboratory's and ASD's history, mission & values
- Become familiar with ASD as a matrix organization
- Know who and where to go for help with work matters
- Feel a part of the ASD community

Call today for your one on one meeting with the NEOC

*"Bridging the Gap in Support of Your Success"*



**ASD NEO Coordinator  
Delia Clark  
75B-118  
Mail Stop 75B0101**

**Phone: 486-6331  
Fax: 486-4570  
Email: dnclark@lbl.gov**

**Administrative  
Services Department**



# **Welcome To ASD**

**New Employee  
Orientation**



# Greetings

Welcome to Lawrence Berkeley Laboratory and to the Administrative Services Department (ASD). You have chosen a great place to work. As a new employee you are working for one of the top research laboratories in the United States.

ASD is a very diverse community with approximately 280 employees. ASD is a department in the larger Business Services Division (BSD). BSD provides the administrative, financial and human resources support to the scientific community and Operations Divisions.

## ASD's VISION

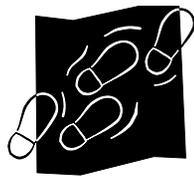
We support the Laboratory by delivering business and administrative services to Divisions by developing ASD staff through *leadership, teamwork and communication*.

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

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

**COMMUNICATION**—ASD offers a variety of opportunities for you to connect, share and learn from other ASD employees, customers and stakeholders.

Anil Moré  
ASD Department Head



**Let's Get Started**

## ASD SUPERVISOR

Your ASD supervisor is your main point of contact and will give you the necessary information to get you started.

## BUDDY

A buddy will be assigned to help guide you through your first few days and to give you specific details about resources available to you.

## ASD NEO Coordinator (NEOC)

The ASD NEOC will provide an orientation to ASD and is another person for you to contact if you have any questions.

Supervisor/Ext: \_\_\_\_\_ / \_\_\_\_\_

Buddy/Ext: \_\_\_\_\_ / \_\_\_\_\_

Buddy/Ext: \_\_\_\_\_ / \_\_\_\_\_

Buddy/Ext: \_\_\_\_\_ / \_\_\_\_\_



**Who do I Call?**

## Things to Remember

- Have you met your ASD Supervisor and Buddy yet?
- Attend the Laboratory's General Orientation Session
- Establish your e-mail, Novell, Calendar and LETS (timekeeping) accounts
- Update your listing in the online Laboratory Directory
- Complete your Job Hazard Questionnaire
- Have an ergonomic evaluation of your workstation
- Sign up for safety training, EH&S 10
- Check out the ASD Website. <http://asd.lbl.gov> and the ASD Training Academy at <http://asd.lbl.gov/academy>
- Make an appointment with the NEO coordinator

## Administrative Services Department NEOC

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Contact your NEOC Today