

SLAC National Accelerator Laboratory New Employee Information Sheet and Checklist



Use this form in conjunction with the New Hire web pages to help you get acquainted with SLAC: <http://www-group.slac.stanford.edu/hr/t/newemp/>

Useful Information

SLAC Street/Mailing Address: 2575 Sand Hill Road Menlo Park, CA 94025	<ul style="list-style-type: none"> SLAC Main Gate (650) 926-2551 In case of Emergency, Call 9-911 Emergency Info Hotline, 877-447-SLAC
Your Mailstop	
Your Telephone #	(650) 926-
Your Bldg, & Room #	
Supervisor's Name	
Sup's Telephone #	
Sup's Email	
Division/Department	
Department Account #	

The following individuals in your work areas can help you with the various processes and information you'll need as you get acquainted with SLAC:

Department administrative assistant(s) (Name, extension & email)	
Building Manager (Name, extension & email)	
Department Safety Officer or Divisional ES&H Coordinator (Name, extension & email)	

To-Do List

Required

<input type="checkbox"/>	Identification Cards (SLAC Photo Badge-Security & Stanford University ID-Records)
<input type="checkbox"/>	ES&H & Other Training (Review requirements with supervisor)
<input type="checkbox"/>	Safety Comes First Checklist online at: http://www-group.slac.stanford.edu/esh/divisional/safetyfirst/firstchecklist.htm
<input type="checkbox"/>	Keys (Contact Safegaurds & Security, x4501 or 3646)
<input type="checkbox"/>	Auto Registration (Register car and obtain parking sticker at Security Badge Office)
<input type="checkbox"/>	Benefits (Complete Benefits registration within 31 days of hire date)
	SLAC New Employee Orientation (Benefits eligible employee only)
	Medical Department (schedule baseline physical and ergonomic evaluation)
	Facility Emergency Plan (Review emergency procedures for building)

If applicable

<input type="checkbox"/>	Computer Account (Obtain appropriate computer accounts)