

Process for adding a new hire to the department directory and to appropriate mailing lists:

1. HR Administrator emails the following information about the new hire to the communications team mailing list at (phacommteam@lists.johnshopkins.edu) and to the corresponding Senior Research Service Analyst for the new hire:
 - a. Name
 - b. Position
 - c. Room Number
 - d. Phone Number
 - e. Email address
2. Within 48 hours, the Communications Assistant or the Communications Specialist will add the new hire to the department directory and to the appropriate departmental mailing lists.
 - a. The “departmental mailing lists” include the following:
 - i. pha-adjunct@lists.johnshopkins.edu
 - ii. pha-asst-res-sci@lists.johnshopkins.edu
 - iii. pha-bloomberg@lists.johnshopkins.edu
 - iv. pha-cas@lists.johnshopkins.edu (for all astronomy-related positions)
 - v. pha-faculty@lists.johnshopkins.edu
 - vi. pha-fmp@lists.johnshopkins.edu (for positions that will use Filemaker Pro)
 - vii. pha-pi@lists.johnshopkins.edu (for principal investigators, Managers and RSAs)
 - viii. pha-postdocs@lists.johnshopkins.edu
 - ix. pha-scientists@lists.johnshopkins.edu
 - x. pha-staff@lists.johnshopkins.edu
 - xi. phacommteam@lists.johnshopkins.edu

*Please Note: New Hires with the following job titles should always be added to the **pha-scientists** mailing list: Research Scientist, Associate Research Scientist, and Principal Research Scientist.