

New Hire Announcement Process (NEW!)

- New employee announcement emails should be sent by the supervisor through Duck Soup, ideally on the employee's first day. Use this link to submit the announcement: [Mass email request form](#)
- Below is an example of a recent new hire announcement – this [New Hire Announcement- Sample.pdf](#) is also in the Onboarding Toolkit.

From: News from the President <NEWSPRES1@scholar.yc.edu>

Sent: Wednesday, November 17, 2021 12:40 PM

Subject: Welcome to the new Coordinator for the District Governing Board from President Rhine



Please welcome Ms. Beckey Massey, our new Coordinator for the District Governing Board. Beckey comes from Mountain Institute CTED, where she was with the district for nine years.

While at Mountain Institute, Beckey served as the Assistant to the Superintendent, Governing Board Clerk, and oversaw all Human Resources and Financial Voucher processing.

Beckey lives in Chino Valley with her husband of thirty-three years. They have two grown boys and three grandchildren.

When not working, you will find Beckey spending time outdoors with her family.

Please join me in welcoming Beckey to YC!

Sincerely,
Lisa B. Rhine
President
Yavapai College