



Memorandum To: New Employee

From: Christoph W. Leemann, Director

Welcome to Jefferson Lab. You have joined a superb team of dedicated individuals who have dedicated themselves to advancing human knowledge through the study of the smallest component of our universe.

We are all a part of Jefferson Science Associates, LLC, JSA for short, which has been entrusted by the Department of Energy to run this facility. As our full name indicates, we are an “accelerator” facility, a place where our one-of-a-kind continuous electron beam accelerator smashes electrons traveling at nearly the speed of light into specially-designed targets in our experimental halls. The data that these experiments generate can produce breakthroughs in our understanding of the universe at the quark level of matter.

Whether you are an experimental physicist facilitating a user collaboration in one of the halls, a mechanical designer helping us double the output of our accelerator, or an accountant making sure we pay our bills on time, you are still a contributor to our scientific goals.

On your first day, you will participate in an orientation specially designed for you. You’ll learn more of the day-to-day business of the Lab, how to navigate our website for information, what policies guidance you’ll need to know, and how to take advantage of our generous benefits program. If you a foreign national who has not been here before, you will have an orientation especially tailored for you and your family. Once the formal orientation is over, it will be up to your Lab supervisor, usually the person who hired you, to continue your orientation in the workplace. To help him or her (and you) cover what needs to be covered, there is a checklist attached that you can use to ensure nothing important is left out.

I speak for all your new colleagues when I say how glad we are to have you join us at Jefferson Lab. Again, welcome!

CWL

[1 attachment](#)
[Checklist](#)