Organizational Announcements: Communications Process, Schedule, and Format

Process
1. Work with Human Resources to move through the selection process as outlined separately.
2. HR ensures all candidates have been personally informed of the status of the job (offer made/accepted, or candidate declined).
3. Group Head or Business Unit Leader informs department members, as appropriate (may include peers, direct reports, other key stakeholders in the function/department).
4. Business Leaders to send any confirmed organizational announcements to HR and Communications every Friday (beginning at the end of Week 2) for inclusion in next available Acquirer Integration Update.
5. Communications will publish Acquirer Integration Updates biweekly on [Wednesdays].
6. For function relocations, location closures, or other decisions involving large-scale personnel impacts, functional leaders and/or HR will work with Communications to publish an informational article in the integration newsletter. Broad employee announcements will only be made after all affected employees have been personally communicated with.
7. Employee severances will be handled within the functions, in conjunction with HR. No formal communication will be issued regarding individual severances. Exceptions will be handled on a case-by-case basis.

Schedule
Day 1  Day 1 organizational announcement distributed
Friday, Wk1  HR sends confirmed organizational announcements to Communications
Wed, Wk2  Communications publishes Acquirer Integration Update
Friday, Wk2  Business Leader sends confirmed organizational announcements to HR and Communications
Wed, Wk3  Communications publishes Acquirer Integration Update
Friday, Wk3  Business Leader sends confirmed organizational announcements to HR and Communications
Wed, Wk4  Communications publishes Acquirer Integration Update
[...]  Continuing through Day 90
Day 90 (tbd)  Integration article announcing org. structure is complete/fully integrated/process is complete
**Format**

For Vice President level employees and higher:

Organizational announcements will consist of a 3-paragraph write-up with headshot, following the template below.

> [Name] has been named [vice president], [Function/Area/Title], reporting to [Name and Position]. In this role [Name] will have overall management responsibility for [describe responsibility].

> Most recently, [Name] was [former title & legacy company]. [Add brief description of past experience/resume/education]

> [Name] will [be based in/relocate to] [location].

For management positions:

Organizational announcements should be compiled in a bulleted list, following the template(s) below.

> [MANAGER], [title], announced the following [organizational changes/additions to his/her team]:

- [name], [title], responsible for[ ...]
- [name], [title], responsible for[ ...]. [If applicable]The following people will report to [name] as part of the [xxx] team:
  - [name], [title]
  - [name], [title]
- [name], [title], responsible for[ ...]. [Name] was most recently [former title/legacy company].

Include in each published organization announcement:

> “The timing of talent selection and organizational decisions will vary by functional area, based on each function’s specific needs and integration plans. Our goal is to complete the organization structure and talent selection processes within 90 days after Day 1. Each employee will be contacted personally regarding his/her employment status at the appropriate point within that timeframe.”