## **New Hire Bio Information**

**First and Last Name** (Middle Initial Optional):

**Position Title**:

**Office** (e.g., RAD, RDI, RRS):

**Date of Joining** (Entrance on Duty Date):

**Bio** (100-word limit in third person): Please include your new position title, program office, career history, years of experience, degree/s, college/s attended, area/s of expertise, special interests and/or hobbies, the city you’re from, etc.

**Headshot:** Please attach a current headshot with your email submission.

**Resources:** Visit the [New Hire Hub](https://franet.fra.dot.gov/Centers/Employee-Resource-Center/New-Hire-Hub/Overview) on FRANet for examples. Please note you must be on the DOT network to access the link.

**Due Date:** Please submit the bio and headshot **prior to your Entrance on Duty date** to [FRAOnboarding@dot.gov](mailto:FRAOnboarding@dot.gov).

We look forward to featuring you on FRA’s New Hire Hub! 😊