

University headshot procedure

Office of Marketing and Communication



Introduction

The employee photography project was initiated to streamline the appearance of employee headshots—timely with the launch of Lynn’s new website. We also aspire to:

- Capture the essence of your personality so people gain a sense of who you are before meeting you
- Simplify identification/put names with faces and faces with names
- Maintain consistency

Process

Our headshot procedure provides:

- One image now (current full-time employees)—completed June 17.
- One image at hire (new full-time employees)—organized as part of onboarding process with Employee Services.
 - Email headshots@lynn.edu to schedule your appointment. Photos will be taken Fridays, 9–10 a.m.
 - Arrive at the Office of Marketing and Communication for your appointment.
 - Access your photos within 3 business days: <smb://lynnshares/apps>→New Headshots, 2016→All Departments→[Select your department].
- A renewal every three years (all full-time employees)—organized by Office of Marketing and Communication to keep content up to date

- Retakes (one per person) are available between 9–10 a.m. every Friday. For further information, please contact headshots@lynn.edu. Our photographer(s) will show you your photo for approval on the day of your shoot.

Picture day

Remember, this photo is meant to capture your personality while also representing the university; so be yourself—all styles welcome—but please keep it professional.

- Choose colors that complement your skin tone
- Bring a smile
- If you wear glasses, it may take a little longer to capture your shot due to lens glare

Use and restrictions

All headshots will be used to populate employee profiles. Office 365 currently pulls from the Card Office's images, and once the headshot series is complete, a data migration will occur to replace what is currently on file. As a result, your new image will appear in Outlook, Lync/Skype for Business, Word, Excel, PowerPoint, Access, OneNote, Publisher and Visio. A timeline is not yet determined. At this time, we do not plan for employees to receive ID cards with the new images.