

## Submit a badge photo

We want to provide you with your colleague badge on your first day of orientation. Please read the guidelines and follow the instructions below.

### Badge Guidelines

- Your ID badge photo is viewed by patients, public, colleagues, and leaders. Your badge photo must meet HSHS's Appearance policy.
- We encourage our new hires to use good judgment when submitting their badge photo; remember that some may get their first impression of you based on your badge photo.
- You must own the copyright to your submitted photo and allow HSHS to use and/or publish it.
- Submit your photo at least a week before your expected start date.
- If there are any issues with your submitted photo, you may be required to obtain a new colleague badge photo after your 1<sup>st</sup> day.

### Do:

1. Stand in front of a solid color and plain background (not in your car!)
2. Dress professionally in business casual or in your work uniform
3. Submit a photo that meets the following criteria:
  - i. Color photos ONLY
  - ii. You are facing forward toward the camera (hopefully smiling!) with your arms straight down
  - iii. There is plenty of space above and around your head and shoulders and can be cropped from the top of your head to your chest
  - iv. It is a recent photo from within the last 2 months
  - v. It is taken inside, not outside

### Don't:

1. Wear hats, scarves, or sunglasses (exceptions for medical or religious reasons)
2. Wear jewelry or hair accessories so large that it will cover or shadow your face, or wear facial piercing jewelry
3. Make any inappropriate expressions or gestures
4. Submit a photo with anyone other than you in the photo
5. Take a selfie

### **Good example:**



- Professional dress
- Solid/plain background
- Plenty of space above head, on each side of head
- Includes shoulders
- Arms at sides
- Smiling
- Facing forward

### **Bad example:**



- Background is not plain and solid
- Sunglasses
- Arms sticking out
- People in background
- Selfie
- Outside

\*Acceptable file formats (.jpeg) Acceptable file size: 648 x 648 and a depth of 24 bits\*