**Prior to Arrival:**

* Submit **service request to IT** for computer network access, email and phone
* Schedule HR orientation for new hire
* Complete and submit the **Key and Card Access Request Form to Administration** for building security access, keys and/or nameplate
* Request login information from HR for:
	+ Time Keeping software
* Inform your department of new hire/start date
* Clean/prepare work station with basic supplies

**Upon Arrival:
Welcome/Housekeeping**

* Give department tour; introduce to co-workers
* Give building tour and introduce to other interconnecting departments (as helpful)
* Inform other relevant departments or individuals of new employee via e-mail
* Confirm **pre-scheduled HR orientation** date
* Show restrooms and break room area
* Show department’s office supplies and counties supply room
* Show interoffice and outgoing mail station

**General Set-up**

* Give/demonstrate access fob and key(s); have staff sign receipt card (send back to HR)
* Have staff log on to network; briefly review common programs, file folder structure
* Briefly review Intranet and Internet, highlighting frequently-used forms, documents and tools
* Briefly review phone system; employee directory access; have them set-up voicemail
* Order Business Cards
* Order Name Plate

**Technology Tools**

* Review Time Keeping software process
* Review any department custom software tools relevant to position:
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Set up new user account in ROD recording software:
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Position Info**

* Review position description, detailing out duties and any confidentiality requirements
	+ Confidentiality Agreement **signed** (in WRDA handbook/secured site)
* Review work schedule, lunch and breaks
* Review department procedure for requesting personal and vacation time off
* Review department procedure for calling in sick
* Discuss performance evaluation process
* Review County & Department Strategic Plans

**Structure and Policies**

* County Organizational Charts, Department Organizational Chart….
* Office County documents and how to access for review
* Review cash handling and “end of day” procedures
* Review ROD Office Handbook
* Review LEAN philosophy, continuous improvement and procedure to suggest ideas
* Review Employee Recognition Committee efforts

**Register of Deeds Specifics:**

* Complete and record Notice of Deputy Appointment & Oath (in WRDA handbook/secured site)
	+ Copy to County Clerk
* Complete & send to Vital Records
	+ **DHS LVRO Access Request** (in WRDA handbook/secured site)
* Create SVRIS access (**SVRIS Access Request & Confidentiality Agree for LVRO**)
	+ **DHS Form F-1820** (in WRDA handbook/secured site)
* Create Department of Revenue access
	+ <https://www.revenue.wi.gov/Pages/RETr/Home.aspx>
	+ If WAMS access has already been created as part of the vital records process then go to the link above and sign in to the eRETR system Login.
* Notify Secretary of State office about change
	+ Form in WRDA handbook/secured site)
* Change Letterhead, Webpage
* Identify the location of WRDA Handbook (hard copy and/or online)
	+ See ROD Job Description
	+ See Deputy Job Description
* Volunteers: Confidentiality Agree with ROD **signed** (on WRDA site)
* Contact Local Real Estate Partners (i.e. introduction of yourself letter/email); Title Companies, Attorneys, RE Agents
* Consult with County Clerk regarding procedures for Swearing In of ROD and Deputies

**Frequently Used Websites**

* Refer to “Office Chapter – Websites Page” of WRDA Handbook

**30-day (or sooner) Follow Up:**In general, does employee…:

* Understand position responsibilities?
* Have questions about their HR orientation?
* Have questions on their review of the County Code, Administrative Policies or Annual Budget?
* Have improvement suggestions or ideas?

**Upon Termination:
General Position**

* Send a notification e-mail ASAP to Human Resources and cc: Data Processing Coordinator (i.e. IT dept)
* Schedule exit interview with staff
* On staff’s last day, collect:
	+ Office and Post Office Key
	+ County credit card
	+ Cellphone
	+ ID Badge
	+ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Register of Deeds Specific:**

* Complete and record Revocation of Deputy Appointment (in WRDA handbook/secured site)
* Delete User Acct from ROD Recording Software
* Revoke SVRIS access
	+ **DHS LVRO Access Request** (in WRDA handbook/secured site)
* Revoke Department of Revenue access
* Revoke computer and phone access
* Notify Secretary of State office about change
* Change Letterhead, Webpage