

**From:** Uswa, Wanda P.

**To:** Burgis, David <Burgis\_David@scdps.state.sc.us>

Adams, Marcia S. <Adams\_MarciaS@scdps.state.sc.us>

**Date:** 2/19/2003 12:37:11 PM

**Subject:** FW: New Employee Information

**Attachments:** Office Manual.doc

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fyi

-----Original Message-----

**From:** Hamilton, Beverly G

**Sent:** Friday, February 07, 2003 11:57 AM

**To:** Adams, Christopher K.

**Cc:** Parks, Beth S.; Uswa, Wanda P.

**Subject:** FW: New Employee Information

Kirk, Please open the attached manual and take a stab at making this better. At the very least, draft an opening that would come across as a welcome - rather than telling them what a crappy job this will be with the DMV. You can see that I was given a deadline of Monday, however, I will hold them off for a while so that the first document given to new, incoming employees can be a little better. Let me know if you have any problem with doing this. Beverly

-----Original Message-----

**From:** Grant, Beth B.

**Sent:** Tuesday, February 04, 2003 4:47 PM

**To:** Hamilton, Beverly G; Uswa, Wanda P.; Phelps, Annie L.; Sojourner, Frederick E.; Parks, Beth S.; Adams, Marcia S.

**Subject:** New Employee Information

The attachment is the packet that we are considering for new employee training to introduce them to DMV and convey the Departments expectations. Please review and make recommendations by Feb 10.

Thanks,

Beth

-----Original Message-----

**From:** Findlay, Terry S.

**Sent:** Tuesday, February 04, 2003 9:03 AM

**To:** Grant, Beth B.

**Subject:**

See attached Office Manual.