

MSU Extension NEW STAFF INFORMATION FORM

New Staff Information

Name:

County/Location:

Role/Job Title:

Workgroup:

FTE (25%, 50%, 100%, etc.):

Contact Information

Email Address:

Phone:

What Do You Need Help With?

General Information

- | | |
|--|--|
| <input type="checkbox"/> Recruiting volunteers | <input type="checkbox"/> Filling out MSUE forms |
| <input type="checkbox"/> Navigating MSUE | <input type="checkbox"/> Using/Accessing SharePoint |
| <input type="checkbox"/> Connecting/networking with others | <input type="checkbox"/> Using PEARS / Reporting |
| <input type="checkbox"/> Understanding 4-H/What is 4-H? | <input type="checkbox"/> Informal/unwritten rules/expectations |
| <input type="checkbox"/> Using Zoom | <input type="checkbox"/> The language of Extension |
| <input type="checkbox"/> Using Google Docs | <input type="checkbox"/> Extension organization – Regional/State |
| <input type="checkbox"/> Developing programs/programming | <input type="checkbox"/> Time management |
| <input type="checkbox"/> Other (Please explain) | |

Institutes and Work Teams

- | | |
|--|--|
| <input type="checkbox"/> Connecting with Institute Work Teams | <input type="checkbox"/> Marketing programs |
| <input type="checkbox"/> Developing annual Plan of Work | <input type="checkbox"/> Acquiring resources for programming |
| <input type="checkbox"/> Program/Job Shadowing | <input type="checkbox"/> Other (Please explain) |
| <input type="checkbox"/> Understanding/Developing Logic Models | |
| <input type="checkbox"/> Step II Portfolio Information/Preparation | |
| <input type="checkbox"/> Developing programs/programming | |
| <input type="checkbox"/> Program evaluation | |
| <input type="checkbox"/> Teaching strategies | |

Community/Constituent Relationships

- Connecting with constituents
- Developing community networks
- Advisory Councils
- Recruiting volunteers
- Other (please explain)

Best Way to Communicate

Email

Zoom

- Phone Call
- Face to Face Meeting
- Text

- I.M. (Instant Messaging)
- No Preference
- Other – (please explain)

Frequency of Support

- High – Weekly/Bi-Weekly contact (email, phone, etc.) – Monthly face-to-face meetings
- Low – Monthly/every other month contact (email, phone, etc.) – Face-to-face meetings only when needed
- Medium – Bi-Weekly/Monthly contact (email, phone, etc.) – Face-to-face meetings every other month
- Other – (please explain)

Please return this form to the appropriate mentor coordinator:		
Health and Nutrition Institute – educators and specialists	Annie Walacavage, New Staff Mentor Coordinator	walacav3@msu.edu
Health and Nutrition Institute – Community Nutrition Instructors	Erika Garner, New Staff Mentor Coordinator	prineeri@msu.edu
Community, Food and Environment Institute	Meghan Loughlin-Krusky, New Staff Mentor Coordinator	loughli5@msu.edu
Children, Youth and Families Institute	Jane Love, New Staff Mentor Coordinator	lovejan@msu.edu
Agriculture and Agribusiness Institute	Christina Curell, New Staff Mentor Coordinator	curellc@msu.edu