

MSU Extension CNI NEW STAFF INFORMATION FORM

New Staff Information

Name:

County/Location:

Role/Job Title:

SNAP-Ed or EFNEP:

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

Contact Information

Email Address:

Phone:

What Do You Need Help With?

General

- | | |
|--|--|
| ☐ Time management | ☐ Filling out MSUE forms |
| ☐ Navigating MSUE | ☐ Using WebNEERs/PEARS |
| ☐ Connecting/Networking with others | ☐ Informal/unwritten rules/expectations |
| ☐ Understanding your Institute | ☐ The language of Extension |
| ☐ Using Zoom | ☐ Extension organization – Regional/State |
| ☐ Using Google Docs, Microsoft 365, Sharepoint, OneDrive, Teams, etc. | |
| ☐ Other – (please explain) | |

Institutes and Work Teams

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|---|--|
| ☐ Connecting with Peers | ☐ Teaching Strategies |
| ☐ Available Trainings | ☐ Marketing Programs |
| ☐ Program/Job Shadowing | ☐ Acquiring resources for programming |
| ☐ Program Evaluation | |
| ☐ Other – (please explain) | |

Community Relationships

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|--|
| ☐ Recruitment for Classes |
| ☐ Developing community networks |
| ☐ Other (please explain) |

Best Way to Communicate

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|---|---|
| ☐ Email | ☐ Zoom |
| ☐ Phone Call | ☐ I.M. (Instant Messaging) |
| ☐ Face to Face Meeting | ☐ No Preference |
| ☐ Text | Other – (please explain) |

Frequency of Support

- ☐ High – Weekly/Bi-Weekly contact (email, phone, etc.) – Monthly face-to-face meetings
- ☐ Medium – Bi-Weekly/Monthly contact (email, phone, etc.) – Face-to-face meetings every other month

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

Preferred Method of Learning

- ☐ Self-Directed
- ☐ Auditory (Listening)

- ☐ Experimental (Hands-On)
- ☐ Job Shadow/Observing
- Other – (please explain)

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