

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

- | | |
|---|--|
| ☐ Recruiting volunteers | ☐ Filling out MSUE forms |
| ☐ Navigating MSUE | ☐ Using/Accessing SharePoint |
| ☐ Connecting/networking with others | ☐ Using PEARS / Reporting |
| ☐ Understanding 4-H/What is 4-H? | ☐ Informal/unwritten rules/expectations |
| ☐ Using Zoom | ☐ The language of Extension |
| ☐ Using Google Docs | ☐ Extension organization – Regional/State |
| ☐ Developing programs/programming | ☐ Time management |
| ☐ Teaching and Facilitating | ☐ Educational technology |
| ☐ Professional development resources | ☐ Other (Please explain) |

Institutes and Work Teams

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|--|--|
| ☐ Connecting with Institute Work Teams | ☐ Program evaluation |
| ☐ Developing annual Plan of Work | ☐ Instructional design |
| ☐ Program/Job Shadowing | ☐ Marketing programs |
| ☐ Understanding/Developing Logic Models | ☐ Acquiring resources for programming |
| ☐ Step II Portfolio Information/Preparation | ☐ Other (Please explain) |
| ☐ Developing programs/programming | |

Community/Constituent Relationships

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

Best Way to Communicate

- ☐ Email
- ☐ Phone Call
- ☐ Face to Face Meeting
- ☐ Text

- ☐ Zoom
- ☐ TEAMS
- ☐ No Preference
- 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)