NEA New Hire Checklist

SIX WEEK PLAN

Welcome to Food Sense! We are excited for you to get up and running. Please complete these trainings prior to teaching. We aim for the training to be completed in 4 weeks but allow up to 6 weeks for those that a limited number of hours. Contact the Food Sense Program Trainers with any questions regarding this checklist.

WEEK 1
- Receive welcome email from Food Sense Program Trainer
- Schedule a ZOOM meeting with your trainer for the following week
- Enroll in and complete CITI training (rgs.usu.edu/irb/training/)
- Complete Defensive Driving through USU (risk.usu.edu/vehicles/drivers-training)
- Bookmark USU email (owa.usu.edu), Food Sense Staff Menu (extension.usu.edu/fscreate/) and Aggietime (aggietime.usu.edu)
- Look through and familiarize yourself with the Staff Menu and the Food Sense public website and blogs (extension.usu.edu/foodsense)
- Make a meal at home while pretending to be a Food Network Star

WEEK 2
- Watch Civil Right training YouTube video (www.youtube.com/watch?v=aZ2T2T8LHTc)
- Watch Rights to Privacy YouTube video (www.youtube.com/watch?v=Hfr_v4N_L8w)
- Respond to Food Sense Program Trainer with requested information (photo, bio, shirt size, business card information)
- Meet with Trainer on ZOOM and schedule follow-up meeting for Week 4
- Sign Code of Conduct, Non-Disclosure & Photo Release
- Join NEA Facebook Page
- Proofread Business Cards
- If you are in a county with multiple NEAs: observe classes and begin shadowing another NEA
- If you are the only NEA in your county: plan to attend a class in a neighboring county
  (work with the Trainers to help you find a class and NEA to observe)
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**WEEKS 3-4**
- Complete Sexual Harassment Prevention (aaeo.usu.edu/trainings/sexual-harassment-prevention/)
- Obtain Food Handler’s Permit (www.statefoodsafety.com/food-handler/utah-food-handler-permit?utah=)
- Register for the NNCP after completing the New Hire Training (extension.learn.usu.edu/browse/food-sense/)
- Review NEA teaching checklist - both Youth & Adult on the Staff Website under NEA Resources
- Write down questions you have
- Continue to observe and shadow other NEAs (if possible)
- Read through the Curriculum - Create Better Health & Youth Creates (can be found on the Staff Website)
- Check mobile kitchen supplies - use list and report what is missing

**WEEKS 4-5**
- ZOOM with F$ Program Trainer - Ask questions you have from trainings & curriculum
- Schedule meeting with Evaluation Coordinator (learn reporting in PEARS)
- Schedule meeting with Amanda Chesbrough for iPad set up, if needed
- Meet with Supervisor to discuss county partnerships and teaching locations
- Start team teaching with another NEA (if available)
- If you are the only NEA, depending on the supervisor, team teach with supervisor or F$ Program Trainer
- NEA begins to introduce themselves to partners, agencies and community

**WEEKS 5-6**
- Continue to work on NNCP training (must complete with 90 days of hire)
- Let trainer know when everything is complete to get raise
- Reach out to supervisor and F$ Program Trainer with questions
- Attend staff meetings and trainings as scheduled each month