

## Food \$ense New Employee Checklist

2017-18

**Starting a new job is exciting, but can also be a little overwhelming.** To help you stay on track as you become acquainted with your new responsibilities, we have listed certain requirements that need to be accomplished and a timeline for completion.

Make sure to send Marcia Gertge ([Marcia.gertge@usu.edu](mailto:Marcia.gertge@usu.edu)) copies of all training certificates and dates of completion. The supervisor may also choose to upload these documents to their county's Box folder.

<b>Day One</b>	
<b>Completed</b>	<b>Task</b>
	<b>Meet with agent/supervisor to discuss expectations and fill out employment forms</b>
	<ul style="list-style-type: none"> <li>• Memorandum of Agreement Signed</li> <li>• I-9 Employment Eligibility Verification</li> <li>• W-4 Employee Withholding</li> <li>• Payroll Direct Deposit Form</li> <li>• Non-Payroll Direct Deposit Form</li> <li>• Start an Open Travel Authorization (TA) once A# has been assigned</li> </ul>
	<b>Discuss dress code with agent/supervisor</b>
	<b>Tour your extension office/work area</b>

<b>Week One</b>	
<b>Completed</b>	<b>Task</b>
	<b>Get USU email set up</b>
	<b>Use new email address to email to Jocelin and have her put you in listserv and laCee to add you to the county Google Calendar.</b>
	<b>Review the Food \$ense staff website. Contact info for LaCee and Jocelin will be here.</b>
	<b>Review Food \$ense social media sites</b>
	<b>Review the Food \$ense Policy Manual</b>
	<b>Get a planner or familiarize yourself with Microsoft Outlook to keep track of appointments and classes you schedule</b>
	<b>Complete New Hire Training</b>
	<b>Enter hours into AggieTime each work day</b>
	<b>Complete CITI IRB Training. This training must be completed before attending classes or handling participant data.</b>
	<b>Sign Code of Conduct</b>
	<b>Sign Role Statement</b>

## First 30 Days

Completed	Task
	Finish Week One of training
	Meet with Kim to set up iPad and receive PEARS training
	Obtain your Food Handler's Permit
	Watch Defensive Driving Video and take the exam
	Complete Sexual Harassment Prevention Training
	Complete Participant Privacy Training (must complete before contacting SNAP-Ed participants)
	Sign Non-Disclosure Document
	Begin National Nutrition Certification Program (NNCP) lessons once online New Hire training is complete
	Read the most recent <i>Scoop</i> statewide staff meeting notes
	Participate in monthly In-Service Trainings
	Obtain a knowledge of and develop a congenial relationship with other agencies with whom Food \$ense networks
	Become familiar with the <i>Create Better Health</i> and other approved curriculum on the staff website.
	Stay in contact with your supervisor and training coordinator

## First 90 Days and Beyond

Ongoing	Task
	Seek out opportunities to teach in group settings.
	Continue to participate in In-Service Trainings held once a month on Wednesday at 10am.
	Continue to participate in statewide staff meeting conference calls at 10am every first and third Monday of the month.
	Continue to submit completed and timely paperwork to the state office each month.
	Continue to practice food demonstration skills.
	Participate in staff meetings with your supervisor.
	Submit Success Stories in PEARS.
	Participate in midyear and annual performance reviews with your agent/supervisor.
	Make plans to attend the Food \$ense Annual Conference held annually in October. This conference is mandatory and usually lasts no longer than 3 days.
	Complete online New Hire Training within 90 days.
	Complete NNCP within 90 days. NEAs must re-certify every 3 years.