New Hire Checklist
SUPERVISORS

DAY 1
- USU New Hire Paperwork through Amanda Chesbrough
- Apply for USU Email
- Tour the Extension Office & meet important people (extension director, staff assistants, other NEAs)
- Review and Sign Role Statement for NEA position
- Go over Travel & Mileage and apply for open TA for NEA
- Explain Aggietime and expectations
- Explain Duo
- Review Dress Code
- Give NEA a printed copy of NEA New Hire Checklist

WEEK 1
- Send new hire’s email to State Office along with their official start date (cc the new NEA)
  
  *This should happen within the first 2-3 days of completing new hire paperwork*

WEEKS 1-4
- Upload certificates and trainings to box, email F$ Program Trainers to let them know NEA has completed that part of training

WEEK 4
- Schedule a time to meet with NEA after they have had the second zoom with trainer to discuss partnerships and scheduling classes. Help with class set up as the new NEA gets started.
- Decide how you want to do a P-card. Will the NEA have their own or use a county card? Who will process the paperwork? Work with the NEA to do the required training to use and handle P-cards.

CREATE BETTER HEALTH
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