Onboarding Checklist
SUPERVISORS

DAY 1
☐ Complete USU new hire paperwork through State Office staff assistant
☐ Tour the Extension office & meet important people (extension director, staff assistants, other Ambassadors)
☐ Review and have employee sign Role Statement for CBH Ambassador position
☐ Explain in county travel & mileage reimbursement and apply for open TA for CBH Ambassador
☐ Explain Aggietime and expectations
☐ Explain Duo
☐ Review Dress Code
☐ Give Ambassador a printed copy of Onboarding Checklist

WEEKS 1-4
☐ Upload certificates and trainings to Box, email CBH Program Trainers to let them know they have completed that part of training

WEEK 4
☐ Schedule a time to meet with CBH Ambassador after they have had the second zoom with trainer to discuss partnerships and scheduling classes. Assist with class set up as they get started.
☐ Decide how you want to do a P-card. Will the employee have their own card or use a county card? Who will process the paperwork? Work with the CBH Ambassador to do the required training to use and handle P-cards.
☐ Apply for a p-card through State Office staff assistant. Do not go through Extension

CREATE BETTER HEALTH
SNAP-ED

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