Employee Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\* Supervisor/Advisor to adapt depending upon program**

|  |  |  |  |
| --- | --- | --- | --- |
| **Before Hire** | **Goal Date** | **Date Completed** | **Verified by** |
| Fingerprint Clearance – Employment is contingent upon fingerprinting clearance from both the Department of Justice and the FBI |  |  |  |
| **First Day** | **Goal Date** | **Date Completed** | **Verified by** |
| New Hire Packet  <http://ucanr.edu/sites/ANRSPU/Supervisor_Resources/Recruitment/New_Hire_Paperwork_Packet/> |  |  |  |
| Provide proof of appropriate auto insurance coverage for your personal vehicle |  |  |  |
| Office Orientation |  |  |  |
| Key code and keys:   * Office * Storage & gate code |  |  |  |
| Parking |  |  |  |
| Tour office and meet staff   * Staff room/kitchen * Food prep kitchen * Reserving conference rooms and auditorium * UC CalFresh space and supplies |  |  |  |
| Employee ID number |  |  |  |
| Organize workstation and provide list of needed items for workstation to supervisor for approval if not available (i.e. scissors, tape, stapler, calendar) |  |  |  |
| Office Emergency Plan / Safety Tour with Ingrid |  |  |  |
| County / UC vehicle use and check-out   * Keys * calendar * Gas card |  |  |  |
|  |  |  |  |
| Establish computer access   * County login |  |  |  |
| Organizational Chart |  |  |  |
| Job Description, Job Expectations – Employee Work Plan |  |  |  |
| Discuss appropriate dress for various activities (UC shirts, jackets, hats) |  |  |  |
| Guidelines for Work and Leave Time  <http://ucanr.edu/sites/anrstaff/Administration/Business_Operations/Business_Operations_Center_-_Kearney/Staff_Employee_Time_and_Leave_Reporting/> |  |  |  |
| Establish dates/times for orientation and probationary review meetings with Supervisor/Advisor |  |  |  |
| Notify State Office(s) of employee’s hire date and contact information for list-serves, etc. |  |  |  |
| UC/County vehicles policies and procedures; See UC CF SLO/SB Program Manual |  |  |  |
| **First Week** | **Goal Date** | **Date Completed** | **Verified by** |
| Report actual hours worked on UCD Time Reporting System  <http://accounting.ucdavis.edu/projects/Time_Reporting_System/welcome-to-trs.cfm> |  |  |  |
| Benefits  <http://ucanr.edu/sites/ANRSPU/Staff_Resources/Benefits/> |  |  |  |
| Set up your UC ANR E-mail Address (after you get a UC Davis e-mail)  e-mail request to Damon DiPietro  <https://computingaccounts.ucdavis.edu/cgi-bin/services/index.cgi> |  |  |  |
| Procedure for submitting weekly schedule and how to make changes |  |  |  |
| Order name badge |  |  |  |
| Purchasing Card (if needed) – Complete training and request P-card  <http://purchasingcard.ucdavis.edu/getacard/> |  |  |  |
| Corporate Travel Visa Card (if needed)  <http://ucanr.edu/sites/anrstaff/files/202151.doc> |  |  |  |
| Your ANR Portal  <http://anrcs.ucanr.edu/isc/TechTools/?faq=263&col=21> |  |  |  |
| Copier, print, scanner, laminator, office supplies, UCD Buy |  |  |  |
| Phone system, voicemail, phone etiquette, and contact list |  |  |  |
| Review office procedures (calendar, mail, kitchen facilities, reserving meeting rooms) |  |  |  |
| Check-out procedure for equipment |  |  |  |
| Location of materials and storage procedures |  |  |  |
| Review the Statewide EFNEP and/or UC CalFresh website(s)  UC CalFresh: [www.uccalfresh.org](http://www.uccalfresh.org) |  |  |  |
| State Office Contact List  UC CalFresh: <http://www.uccalfresh.org/front-page/state-office> |  |  |  |
| Review local UCCE website(s)  <http://cesanluisobispo.ucanr.edu/>  <http://cesanluisobispo.ucanr.edu/uccalfreshslosb/>  [www.facebook.com/uccalfreshslosb](http://www.facebook.com/uccalfreshslosb) |  |  |  |
| Review county specific employee manual  <http://ucanr.edu/sites/SLOSBmanual/> |  |  |  |
| **First Month: General Training** | **Goal Date** | **Date Completed** | **Verified by** |
| ANR Safety Notes: <http://safety.ucanr.edu/Safety_Notes/>  #10: Safe Lifting Practices #37: General Office Safety  #75: Safe Driving Practices #135: Preventing ANR Slip, Trip, and Fall Injuries  #163: Reporting a Non-ANR Employee Injury  #170: Office Step Ladder Safety #171: Office Storage Safety |  |  |  |
| Food Safety Training:   * Make it Safe, Keep it Safe (MISKIS)   <http://ucanr.edu/sites/miskis/>   * Sign up for Food Safety training with Lyn Brock |  |  |  |
| What is ANR? <http://ucanr.edu/About_ANR/What_is_ANR/>   * ANR Mission, Guiding Principle, and Core Values   <http://ucanr.edu/sites/anrstaff/files/164030.pdf> |  |  |  |
| IRB Human Subjects Training (if applicable)  <http://citiprogram.desk.com/customer/portal/articles/163300-how-do-i-enroll-in-a-citi-course-for-the-first-time-> |  |  |  |
| Business Cards  <http://ucanr.edu/sites/Toolkit/Business_cards/> |  |  |  |
| Review Travel/Entertainment Expense Procedures  <http://travel.ucdavis.edu/mytravel/help/MyTravelQuickStart.pdf> |  |  |  |
| Procedures for submitting P-card transactions |  |  |  |
| Child Abuse Reporting  \*Access on ANR Portal under Online Training and Release Forms |  |  |  |
| Principles of Community  <http://www.ucop.edu/local-human-resources/op-life/principles-of-community.html> |  |  |  |
| Affirmative Action: Diversity and Outreach  <http://lecture.ucanr.org/Mediasite/Play/7617cff6dd2147b59f301dda28c99b941d> |  |  |  |
| “All Reasonable Efforts” Reporting - Tracking and Reporting of Outreach Contacts  AA Reports for UC CalFresh are on the Google Drive – AA Reports |  |  |  |
| Sexual Harassment Training \*Training will be automatically e-mailed to you by Staff Personnel Unit |  |  |  |
| Ethical Values and Conduct Training  \*Training will be automatically e-mailed to you by Staff Personnel Unit |  |  |  |
| VAWA Training: notified via e-mail |  |  |  |

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| --- | --- | --- | --- |
| **First Month: Programmatic Training** | **Goal Date** | **Date Completed** | **Verified by** |
| Curriculum Learning Activity Module(s): Supervisor/Advisor to determine sequence  Familiarity with:   * Kit/Binder Curricula process with Educator Extenders * Curricula:   + Happy Healthy Me   + Farm 2 Fork   + Eat Right Be Active   + PowerPlay   + EatFit   + Shaping Healthy Choices   + Plan, Shop, Save, Cook   + Eating Smart, Being Active   + Healthalicious   + GENE training binder |  |  |  |
| Classroom Management Training |  |  |  |
| Food Demonstration training – with Adults, in a classroom   * Shopping for food demos – amounts per class, P-card usage * Food Activity kits: Clean, Cook, Serve, Tool Box * Inventory & stock according to labels (FIFO) * Using the kitchen |  |  |  |
| Food Safety – Make It Safe, Keep It Safe & ServSafe Manager |  |  |  |
| Nutrition: FoodSense National Nutrition Certification (register early, it takes a while)  <http://extension.usu.edu/fscreate/htm/nutrition-certification-program> |  |  |  |
| Smarter Lunchrooms Movement:   * [www.smarterlunchrooms.org](http://www.smarterlunchrooms.org) |  |  |  |
| Establish date(s) and time(s) with experienced educator(s) |  |  |  |
| Observe lesson delivery (shadowing) |  |  |  |
| Co-present lesson(s) with experienced educator |  |  |  |
| Deliver lesson with experience educator(s) observing (reverse shadowing) |  |  |  |
| Direct delivery of curriculum: Learner-centered instruction, Curriculum fidelity | | | |
| Kinder Food Activity: Eat a Rainbow |  |  |  |
| Kinder Food Activity: Yogurt Parfait |  |  |  |
| 1st Grade Food Activity: I Eat Vegetables |  |  |  |
| 1st Grade Food Activity: Apple Bark |  |  |  |
| 1st Grade Food Activity: Banana Berry Split |  |  |  |
| 2nd Grade Food Activity: Oliver’s Vegetables |  |  |  |
| 2nd Grade Food Activity: Pear Cobbler |  |  |  |
| 2nd Grade Food Activity: Fresh Quesadillas |  |  |  |
| 3rd Grade Food Activity: Salsa and Guacamole |  |  |  |
| 3rd Grade Food Activity: Edamame Hummus |  |  |  |
| 4th Grade Food Activity: Spinach Salad |  |  |  |
| 4th Grade Food Activity: Fruit Smoothie |  |  |  |
| 5th Grade Food Activity: Stir Fry |  |  |  |
| 5th Grade Food Activity: Green Smoothie |  |  |  |
| 6th Grade Food Activity: Kale Salad |  |  |  |
| 6th Grade Food Activity: Beet Smoothie |  |  |  |
| 4th, 5th, and 6th Grade Food Activity: MyPlate Pizza |  |  |  |
| Adult – Plan, Shop, Save, Cook |  |  |  |
| Adult – Eating Smart, Being Active |  |  |  |
| Evaluation Tools – How to administer | | | |
| Food Behavior Checklist and Food Behavior Checklist Instruction Guide? |  |  |  |
| Food Tracker Video? |  |  |  |
| Youth evaluation surveys |  |  |  |
| Intent to Change forms |  |  |  |
| Pre- and Post-Evaluations according to curriculum |  |  |  |
| Teacher Observation Tool (TOT) |  |  |  |
| Teacher Tasting Tool (TTT) |  |  |  |
| Process Evaluation: UC CalFresh Direct Education Activity Report  Youth Education Outreach Tracking <https://ucanr.edu/survey/surveyadmin/surveyEdit.cfm>  Adult Education/Outreach Tracking  <http://ucanr.edu/survey/survey.cfm?surveynumber=15237> |  |  |  |
| Success story half-sheets: Adults & Educator Extenders |  |  |  |
| Nutrition Activity Reporting Forms (NARFs) |  |  |  |
| Credible Nutrition Information Sources | | | |
| Dietary Guidelines: <http://health.gov/dietaryguidelines/2010.asp>  SNAP-Ed Connection: <http://snap.nal.usda.gov/>  MyPlate: <http://choosemyplate.gov/> |  |  |  |
| California 4-H Experiential Learning Model: <http://www.experientiallearning.ucdavis.edu/default.shtml> |  |  |  |
| \* Review Program Guidance (UC CalFresh) |  |  |  |
| **Three Months: Programmatic Training** | **Goal Date** | **Date Completed** | **Verified by** |
| Complete Curriculum Learning Activity Module(s) |  |  |  |
| Demonstrate proficiency in [#] of lessons |  |  |  |
| Demonstrate proficiency in use of enrollment and evaluation tools |  |  |  |
| \* Review Western Region SNAP-Ed Evaluation Framework (UC CalFresh) |  |  |  |
| **Probationary Period Mid-Point Evaluation submitted to SPU**  <http://ucanr.edu/sites/ANRSPU/Forms/> |  |  |  |
| Supervisor/Advisor to discuss action items from Mid-Evaluation with employee |  |  |  |
| **Five Months: Programmatic Training** | **Goal Date** | **Date Completed** | **Verified by** |
| Elevator speech (describe your program in 1 minute or less) |  |  |  |
| Recruiting and scheduling adult classes |  |  |  |
| Recruiting volunteer teachers and youth leaders |  |  |  |
| Enrolling, training, and supporting volunteer teachers and youth leaders |  |  |  |
| Data entry |  |  |  |
| \*Basic nutrition (if needed): To be determined by Supervisor/Advisor |  |  |  |
| \*Civil Rights Training (SNAP-Ed specific)  <http://www.cdph.ca.gov/programs/cpns/Documents/Civil%20Rights%20Revised%20for%20Locals%202014%2010%2030ii.pptx> |  |  |  |
| **Probationary Period Final Evaluation submitted to SPU**  <http://ucanr.edu/sites/ANRSPU/Forms/> |  |  |  |

Supervisor Tips:

* A lead CES II can assist with training
* Establish goal for program training so that staff can budget their time
* “All Reasonable Efforts” Reporting: You must be able to document three of four outreach methods: Mass Media, Newsletters, Personal Letters, Personal Contacts.  Documentation: calendar notes, press releases, PSA.  Must be on file for 3 years, so keep 4.

Resources:

<http://ucanr.edu/sites/ANRSPU/Supervisor_Resources/New_Employee_Orientation_On_Boarding/New_Hire_Orientation/>

Sources:

EFNEP New Employee Orientation Manual 10/5/12

UCCE Fresno County - New Program Educator Training Schedule

UCCE Riverside County - New NFCS Staff Orientation Checklist