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 ListUC 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 ContactsAA 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 |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **First Month: Programmatic Training** | **Goal Date** | **Date Completed** | **Verified by** |
| Curriculum Learning Activity Module(s): Supervisor/Advisor to determine sequenceFamiliarity 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 ReportYouth 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