

# MSU Extension CNI NEW STAFF INFORMATION FORM

## New Staff Information

Name:

County/Location:

Role/Job Title:

SNAP-Ed or EFNEP:

FTE (25%, 50%, 100%, etc.):

### Contact Information

Email Address:

Phone:

## What Do You Need Help With?

### General

- |  |  |
|--|--|
| <input type="checkbox"/> Time management   | <input type="checkbox"/> Filling out MSUE forms                  |
| <input type="checkbox"/> Navigating MSUE   | <input type="checkbox"/> Using WebNEERs/PEARS                    |
| <input type="checkbox"/> Connecting/Networking with others                                   | <input type="checkbox"/> Informal/unwritten rules/expectations   |
| <input type="checkbox"/> Understanding your Institute  | <input type="checkbox"/> The language of Extension               |
| <input type="checkbox"/> Using Zoom  | <input type="checkbox"/> Extension organization – Regional/State |
| <input type="checkbox"/> Using Google Docs, Microsoft 365, Sharepoint, OneDrive, Teams, etc. |  |
| <input type="checkbox"/> Other – (please explain)  |  |

### Institutes and Work Teams

- |   |  |
|---|--|
| <input type="checkbox"/> Connecting with Peers    | <input type="checkbox"/> Teaching Strategies                 |
| <input type="checkbox"/> Available Trainings      | <input type="checkbox"/> Marketing Programs                  |
| <input type="checkbox"/> Program/Job Shadowing    | <input type="checkbox"/> Acquiring resources for programming |
| <input type="checkbox"/> Program Evaluation       |  |
| <input type="checkbox"/> Other – (please explain) |  |

### Community Relationships

- |  |
|--|
| <input type="checkbox"/> Recruitment for Classes       |
| <input type="checkbox"/> Developing community networks |
| <input type="checkbox"/> Other (please explain)        |

## Best Way to Communicate

- |   |   |
|---|---|
| <input type="checkbox"/> Email                | <input type="checkbox"/> Zoom                     |
| <input type="checkbox"/> Phone Call           | <input type="checkbox"/> I.M. (Instant Messaging) |
| <input type="checkbox"/> Face to Face Meeting | <input type="checkbox"/> No Preference            |
| <input type="checkbox"/> Text                 | Other – (please explain)                          |

## Frequency of Support

High – Weekly/Bi-Weekly contact (email, phone, etc.) – Monthly face-to-face meetings

Medium – Bi-Weekly/Monthly contact (email, phone, etc.) – Face-to-face meetings every other month

Low – Monthly/every other month contact (email, phone, etc.) – Face-to-face meetings only when needed

Other – (please explain)

## Preferred Method of Learning

Self-Directed

Auditory (Listening)

Experimental (Hands-On)

Job Shadow/Observing

Other – (please explain)

## Please return this form to the mentor coordinator in your institute:

<b>Health and Nutrition Institute – Community Nutrition Instructors</b>	Erika Garner, New Staff Mentor Coordinator	<a href="mailto:prineeri@msu.edu">prineeri@msu.edu</a> , 269-945-1388
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