First Step

- New Agents “shadow” colleagues in a neighboring county during their first month on the job
- Develop a basic understanding of key Extension concepts, principles, and practices
- Experience day-to-day operations of a typical county Extension office
- Complete the First Step Journal (http://extensiononboarding.tamu.edu under “Agent Resources”)

New Agent Study Guide

- A tool to be completed within six months of employment
- An organized plan of observation and learning of important Extension information

DEA/CED, RPDs, Specialists, and Mentors

- These colleagues will guide you in purposeful discussions of Extension topics
- Notes pages and Mentoring Guidelines are available at http://extensiononboarding.tamu.edu

Extension Fundamentals: Articles and Online Trainings

**Articles expected to be read by new agents and when to read them:*

- First Step Month - Our Legacy, Dr. Seaman Knapp
- Home County Month One - Extension Program Development
- Months 2-5 - Adult Learning Theory, Learning Styles, and Rate of Adoption
- Months 6-12 - Levels of Client Change and Intended Outcomes, Putting Evaluation in Context Taking Evaluation Further, Interpretation – Analyzing Results and Telling the Story

*These articles may be accessed Online at http://od.tamu.edu by clicking on the “Agent Onboarding: Onboarding Articles” option.

Online trainings that you will complete during your onboarding experience:

- First Step Month; Texas AgriLife Extension: Our History and Roots, Professionalism in Texas Extension
- Home County Month One - Introduction to Program Development in Texas Extension and Extension Volunteerism
- Months 2-5; Emergency Management: EM-101 Preparedness and Mitigation, Roles and Responsibilities of CEAs & EM-102 Response and Recovery Plans, Resources, Roles and Responsibilities of CEAs (Centra Courses)
- Months 6-12; Writing Impact Statements

*To find these courses, follow the instructions about logging in under the “First Time Here?” section at http://campus.extension.org/.

Foundations & 4-H 101 Courses

- “4-H Livestock & Horse 101,” “FCS 101,” and “Specialist 101” are programs conducted as part of the Extension onboarding experience.

Program Excellence Academy

- Two-week advanced training program in College Station
- Begins within 6 months after hire date.

For questions and assistance with the onboarding process contact Jeff Ripley in the Extension Organizational Development Unit at (979) 845-7280, or by e-mail at j-ripley@tamu.edu.