

## Expectations for a New K-State Research and Extension Agent

K-State Research and Extension is committed to supporting agents in the early stages of their extension career to learn the culture of the organization, understand the people and get a feel for how the organization gets things done.

We believe the items included in the checklist below are important components – [core competencies](#) – that contribute to successful agents and excellence in the development and delivery of high quality proactive programming that addresses community issues.

### Within the first three months . . .

- Attend New Agent Orientation
- Meet with your assigned mentor and review [New Agent Professional Development Overview](#). Schedule at least 9 days together in the first three months
- Review local demographics and other data to gain an understanding of community characteristics
- Interview at least 5 key community stakeholders using information from “Getting to Know Your Community”
- Implement several of the strategies in [New Agent: Beginning and Building Relationships](#) including meeting with your Program Development Committee (PDC) to get acquainted
- Review previous educational action plans in [PEARS](#) (Program Evaluation And Reporting System)
- Partner with mentor to learn about preparing and presenting educational programs, securing speakers, arranging for meeting space, organizing the registration process, marketing and evaluation of the meeting/workshop.

### Three to nine months . . .

- Attend new agent professional development session: The Art of Extension
- Attend new agent professional development session: Foundations of Youth Development and 4-H Program Management (if applicable)
- Continue meeting with assigned mentor. Schedule 1-2 days in month 6, 9 and 12.
- Explore program focus team (PFT) opportunities to enhance professional and program development. New agents will select a PFT prior to attending Programming with a Purpose.

- Regularly meet with your PDC to plan and conduct a needs assessment within your community of interest.
- Attend the K-State Research and Extension Annual Conference

### **Nine to twelve months . . .**

- Attend new agent professional development session: Programming with a Purpose
- Attend new agent professional development session: Navigating Difference
- Prepare for performance review which includes:
  - ✓ New Agent Professional Development Summary – a Word document summarizing the important concepts learned through your participation in the New Agent professional development sessions and how they apply to your job responsibilities. Upload the document in [PEARS](#) as part of the performance review process.
  - ✓ Action Plan(s): New agents won't write a new action plan until after attending Programming with a Purpose. Prior to this training, a new agent could adopt a previous plan or a PFT plan.
  - ✓ Professional Development plan for the next year.
  - ✓ Self-Evaluation

### **One to Two Years . . .**

- Attend new agent professional development session (if applicable): Local Unit Director Basics