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