New CEA Onboarding Strategy: First Step
Revised 9/2012

Goal- Knowledge of Organization

Start Date

First Step Experience

DEA/CED New Agent Welcome DEA First Step Orientation First Step Host(s) Interaction (will take place throughout month)

Goals
- Welcome new agent
- Provide First Step Journal
- Provide New Agent Study Guide
- See DEA Agenda “A”
- Review First Step Guidelines and purpose of objectives for the month
- Understanding Extension
- Participate in Programs, Office Conferences, Committee meetings
- Clientele interaction
- Program Area Subject Matter

Mentor Assigned Goals
- Bio. Sheet should be delivered to mentee and mentor for each to complete
- Schedule meeting with agent for month two after Host County experience
- See Mentor guidelines

First Step Exit Goals
- Review First Step Journal
- Develop plan for additional experiences to develop needed skills

Activities & Events above will be supported by various methodologies such as: online blogs, newsletters, New Agent Study Guide, Subject PDFs, etc.