



ONBOARDING



1

ORIENTATION

This training is specific to the employee's university. New employees should attend during their first 30 days of employment. Orientation is a valuable session designed to familiarize new employees with their benefits, responsibilities and Extension as a whole. Details for this phase are included in the employee's offer letter and welcome packet.

2

MENTORING PROGRAM

Participation in the Mentor program begins in the first weeks of employment; it pairs an experienced employee with a new employee. Employees may work one-on-one with an experienced employee and know that their future is being invested in by a Mentor who can help guide their career development.

3

SELF-GUIDED TRAINING

This self-guided, online training may begin at any time. It is a progressive and sequential series of instructive videos offered through XIMS and when complete, the new employee receives certification of completion. An introduction and the basic foundation in Extension reporting, marketing and more begins in this phase, and supervisor participation in this phase enhances the practical application of these lessons.

4

SUBJECT MATTER TRAINING

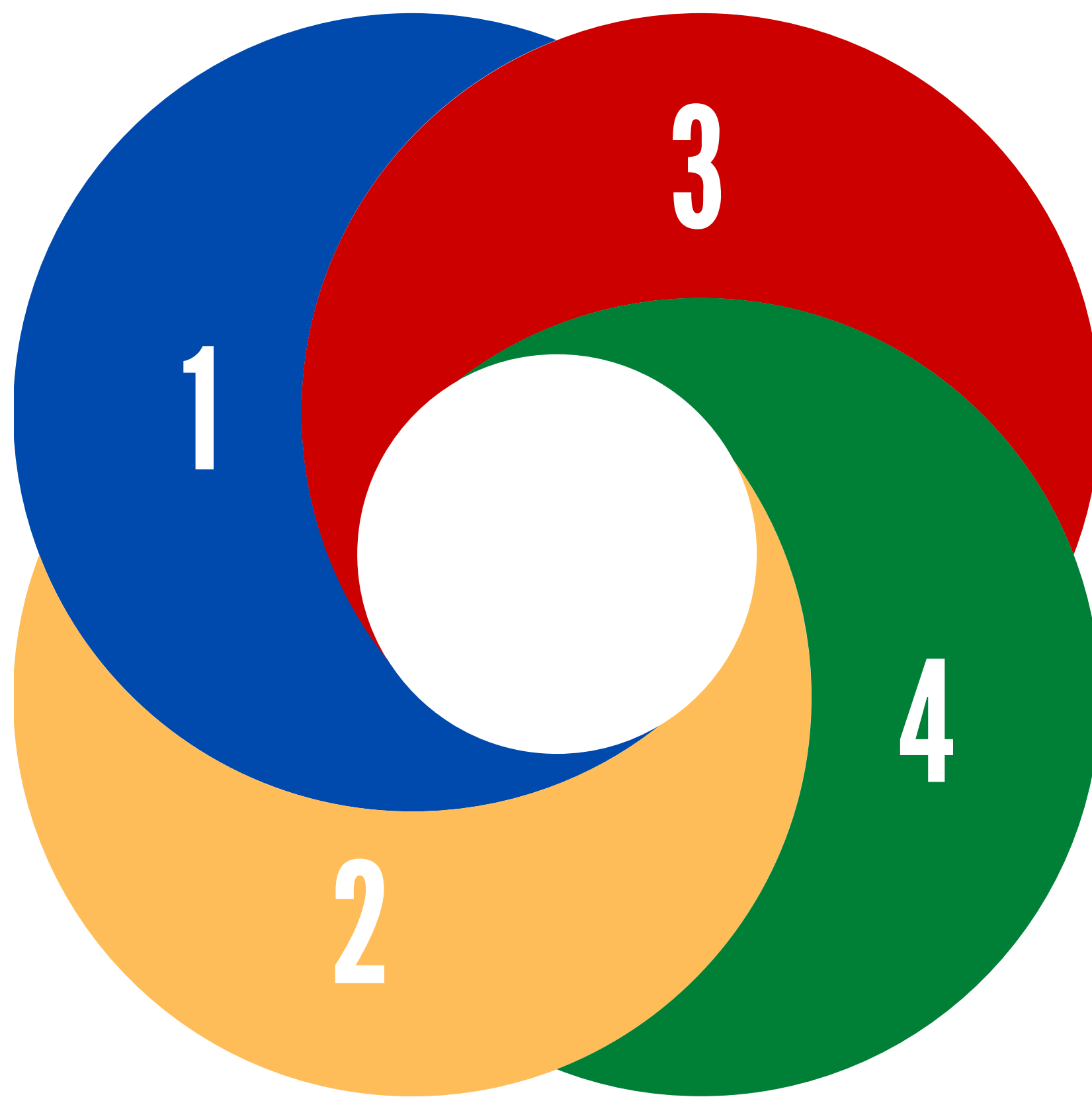
Subject matter training for employees is offered in various formats. The formats, opportunities and frequency depends on the employee's role within Extension. Basic skills are practiced and practical tools delivered. This phase of Onboarding is designed to take an employee from understanding motivations, theories and models to practical applications.

EXTENSION ORGANIZATIONAL DEVELOPMENT

[HTTPS://EOD.CES.NCSU.EDU/](https://eod.ces.ncsu.edu/)



ONBOARDING



The four phases of Onboarding are concurrent, so employees may complete them in any order.
Completion of all four phases should occur in the first year of employment.
The Orientation phase is specific to the employee's university.

EXTENSION ORGANIZATIONAL DEVELOPMENT

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