Dear NPS,

Attached is the Peer Educator Position Orientation PowerPoint presentation. Please note, we have made edits to the version that you sent us. We shortened the presentation and tightened up the wording. We felt it was important that the notes section be clearly worded as much of this information is new to Michelle.

Other important things to do in preparation for the orientation:

1. Attached is the list of items to discuss with candidates when you call to tell them about the interview. (Titled *Calling Candidates to Schedule Orientations).*
2. In counties where we MUST have a Spanish speaker, be sure to only invite Spanish speakers to the orientation.
3. Slide 2 of the presentation will need to be customized by you for each of your specific counties.
4. Attached is the generic interview schedule. You will need to customize this to fit the interview schedules in your counties. Print blank copies to sign people up for interview slots at the orientation.
5. Attached are the items that should be included in the Information Packet you give people at the orientation (you’ll likely want to staple these items together for ease of distribution during the orientation):
	1. Your business card
	2. Dress code
	3. Job Description
	4. New Staff Training schedule
6. Name tags/markers – it will help you remember individuals if they are wearing name tags.
7. Reread chapter 3 (selection and hiring) of *Maximizing Paraprofessional Potential.*
8. Reserve facility, tables, chairs, etc. for orientation

Materials Needed for Orientation:

General

* Peel and stick nametags
* Markers for nametags
* Laptop, projector, screen, orientation PowerPoint
* Interview Schedule for sign-ups at end of orientation
* Pens

Recruitment Table

* Display Board
* SNAP-ED/EFNEP (or only SNAP-ED or EFNEP) Marketing Large Visuals
* Brochures (agency and participant) – bring enough for each candidate
* Marketing basket
* Small Visuals

Marketing materials table

* Large and small posters
* Plastic: small poster / brochure holder
* Class Flyer
* Tear off posters
* Waiting room drop box

Lesson Table

* Display Board – Fruit and Vegetable lesson
* Lesson Large Visuals
* WWE Kit
* Food Preparation Bin
* Food
* Worksheets/Handouts and Enhancements

Hauling class supplies demo

* Display Board in case
* Lesson Bin (calcium) and WWE Kit
* Food Preparation Bin
* Hand Cart
* Cooler with food
* Bag : Lesson plans/worksheets/handouts/educator notebook
* Bag: Enhancements

Lesson Bins Display

* Bins for all lessons

Candidate Packets

* Your business card
* Dress code
* Job Description
* New Staff Training schedule

List of all forms needed for hiring process.

Note: all these forms are available on the EFNEP and SNAP-Ed website under Staff Resources 🡪 Supervisors

Forms Needed at Orientation

1. EFNEP/SNAP-Ed Interview Schedule (customized for your county)
2. Information Packets for each candidate
	1. Your business card
	2. Dress code
	3. Job Description
	4. New Staff Training schedule

Forms Needed at Interviews (Review CSU-E EFNEP/SNAP-Ed Conducting Interview Form)

* CSU-E EFNEP/SNAP-Ed conducting Interview Form
* Copies of the interview questions for all committee members (enough for each committee member to have a form for each candidate)
* Copies of interview schedule for each search committee member and Extension front office staff
* Copies of CSU-E EFNEP/SNAP-Ed dress code for each candidate
* Copies of job description for each candidate
* Copies of background check example email for each candidate