

Step II Portfolio

REQUIRED SECTIONS

Refer to *Step Process Review in MSU Extension* for full details, available on the website below.

1

EDCUATOR INFORMATION,
REFLECTIVE ESSAY, POSITION
INFORMATION

- 3 page maximum

2

EDUCATIONAL INITIATIVES

- Up to 4 initiatives (3 is most common)
- Max 4 page narrative per initiative

3

SUPPORT MATERIALS FOR
EACH INITIATIVE

- Maximum 15 pages per initiative
- No single support item can exceed 5 pages

A

EXTENSION ADMINISTRATIVE
RESPONSIBILITIES (IF APPLICABLE)

- For supervisory/administrative assignment
- 1-2 page narrative outline

4

SERVICE

- 2 page maximum

5

TEAMWORK, PARTNERSHIPS,
CIVIL RIGHTS, DIVERSITY AND
ACCESSABILITY EFFORTS

- 2 page maximum

12-point font minimum!

https://www.canr.msu.edu/od/human_resources/performance_management

Thank you to Mary Reilly for developing this resource.