

## MENTOR INFORMATION FORM

Name:

County/Location:

Role/Job Title:

Workgroup:

FTE (25%, 50%, 100%, etc.):

### Contact Information

Email Address:

Phone:

## How can you help new staff?

### General Information

- |   |  |
|---|--|
| <input type="checkbox"/> Recruiting volunteers              | <input type="checkbox"/> Filling out MSUE forms                  |
| <input type="checkbox"/> Navigating MSUE                    | <input type="checkbox"/> Using/Accessing SharePoint and Teams    |
| <input type="checkbox"/> Connecting/networking with others  | <input type="checkbox"/> Using PEARS / Reporting                 |
| <input type="checkbox"/> Understanding 4-H/What is 4-H?     | <input type="checkbox"/> Informal/unwritten rules/expectations   |
| <input type="checkbox"/> Using Zoom                         | <input type="checkbox"/> The language of Extension               |
| <input type="checkbox"/> Using MS Office applications       | <input type="checkbox"/> Extension organization – Regional/State |
| <input type="checkbox"/> Developing programs/programming    | <input type="checkbox"/> Time management                         |
| <input type="checkbox"/> Teaching/Facilitating              | <input type="checkbox"/> Educational Technology                  |
| <input type="checkbox"/> Professional development resources | <input type="checkbox"/> Other (Please explain)                  |

### Institutes and Work Teams

- |  |  |
|--|--|
| <input type="checkbox"/> Connecting with Institute Work Teams      | <input type="checkbox"/> Program evaluation                  |
| <input type="checkbox"/> Developing annual Plan of Work            | <input type="checkbox"/> Instructional design                |
| <input type="checkbox"/> Program/Job Shadowing                     | <input type="checkbox"/> Marketing programs                  |
| <input type="checkbox"/> Understanding/Developing Logic Models     | <input type="checkbox"/> Acquiring resources for programming |
| <input type="checkbox"/> Step II Portfolio Information/Preparation | <input type="checkbox"/> Other (Please explain)              |
| <input type="checkbox"/> Developing programs/programming           |  |

### Community/Constituent Relationships

- ☐ Connecting with Constituents
- ☐ Developing Community Networks
- ☐ Advisory Councils
- ☐ Recruiting volunteers
- ☐ Other (Please explain)

## Best Way to Communicate

- ☐ Email
- ☐ Phone Call
- ☐ Face to Face Meeting
- ☐ Text

- ☐ Zoom
- ☐ Teams
- ☐ No Preference
- Other – (please explain)

## Level of Support You Can Offer Mentee

☐ **High** – Weekly/Bi-Weekly contact (email, phone, etc.) – Monthly face-to-face meetings

☐ **Medium** – Bi-Weekly/Monthly contact (email, phone, etc.) – Face-to-face meetings every other month

☐ **Low** – Monthly/every other month contact (email, phone, etc.) – Face-to-face meetings only when needed

**Other** – (please explain)