



Section 1: New Employee Information

1.1 Job Description

The first step in developing an effective Community Educator is to clearly communicate to the individual the expectations, requirements and responsibilities of the position. The job description provides a program summary, defines the qualifications and skills needed, and lists responsibilities and essential functions, professional development requirements, and other duties as assigned.

(see Attachment 1.a: Staff Position Description)

1.2 Skills for Success

The “Skills for Success” lists key skills Cornell employees are expected to demonstrate; these skills are evaluated as part of the Performance Management Process.

(see Attachment 1.b: Staff Skills for Success)

1.3 Performance Management Tool

The Performance Management Tool is a tool used by supervisors to assess and reward performance as well as understand the correlation between performance and potential. Performance dialogues are to be completed using the following three standard university forms: performance dialogue, individual goal alignment and individual development plan.

Staff members are responsible for:

- Managing their own performance throughout the year
- Asking for constructive feedback throughout the year
- Striving to develop their skills continuously
- Assessing their own performance on the Performance Dialogue (PD)
- Working along with their supervisor to complete the Individual Development Plan
- Working along and with their supervisor to complete the Individual Goal Alignment template

(see Attachment 1.c: Performance Dialogue form)

Here is the link to the forms and additional resources:

http://www.hr.cornell.edu/life/career/performance_management.html



1.4 Professional Appearance

The appearance of our staff is important because we represent Cornell University and Cooperative Extension in the communities we serve. Cornell University Cooperative Extension-NYC Nutrition and Health staff is expected to dress in professional attire that is appropriate for the location and program they are supporting. Staff should be dressed appropriately to represent the organization at any time.

Clothing Guidelines

- Cornell/ESNY issued red polo shirt and black or khaki pants/skirts should be worn when working with agencies in public forums, such as health fairs, farmers markets, etc.
- Cornell/ESNY issued oxford shirts, dress shirts and/or vest with black and khaki pants/skirts should be worn when working with faith-based organizations or “Back to Work” vendors.
- No jeans (except during designated periods determined by supervisors)
- No shorts or mini skirts
- No flip flops
- No halter tops or other excessively revealing clothing
- No spandex tights worn as pants
- All clothing should be clean and neat.
- Shoes should be comfortable and appropriate for walking long distances, climbing stairs, and traversing a wide variety of flooring and surfaces.
- Staff should be appropriately dressed and prepared to be in the community **every day, even on “office days.”**

General Guidelines

- Gum chewing is prohibited during program delivery.
- Nametags should be worn at all times while in off-site program locations.
- Cologne or perfume, if worn, should be of a light scent and used sparingly.
- Makeup, if worn, should be used modestly.
- Excessive and extremes in styles of jewelry are not recommended.
- Visible tattoos should be covered by clothing if possible.



1.5 Organizational Chart

The CUCE-NYC Nutrition and Health organizational chart depicts:

- Name and position title of all staff in the Nutrition and Health Program area.
- The current layout and site location of the programs and the lines of communication within each individual program/site office.

(see Attachment 1.d: CUCE-NYC Organizational Chart)