

**UW-Extension, Cooperative Extension
Classified Staff Organization Report of the
Human Resource Development Committee
April 23, 2008**

- **Mission Statement**

Provide resources and support, in particular mentoring and professional development, for UW-Extension, Cooperative Extension classified staff.

- **Accomplishments**

Created, developed & maintain the Classified Staff Website with a warm welcome, new employee checklist, new employee trainings, and links to professional development opportunities.

Compiled a list of Frequently Asked Questions (FAQs) by surveying Classified Staff and asking them what questions they needed to have answers for when they started employment and what questions they still have. Committee researched answers and posted them on Classified Staff website.

- **Work in Progress**

Completing FAQ section and monitoring FAQs to keep them up-to-date.

Developing a process on how our group will welcome/meet with new hires.

- **Future Goals – A few of us did some brainstorming and here are some ideas we have identified.**

To formalize a plan and process to welcome new classified hires.

Expand on the FAQ's

Provide additional resources on understanding the classified system.

Develop a system for periodically following up with new employees after orientation. This would be one more step in the direction of mentoring.

Develop a mentoring program for new colleagues, where we could identify potential mentors, develop an outline of what a mentoring program might look like, and get mentors trained.

Identify some "hot" training/development topics – perhaps by using a survey, and then "sponsor" one or more professional development sessions – maybe something like the brown bag lunches or perhaps something that could be done in conjunction with an all classified staff meeting.

Develop some guidelines for what kinds of standard skills are needed for various kinds of positions, for example what software skills are needed and at what levels for various positions, then maybe things like interpersonal skills, and "program" related skills/knowledge. And then people could develop their own professional development plans based on needs they identified based on their skills assessment.

An outline of a suggested track (and funds?) for professional development and training, to help employees connect their goals with the professional development opportunities available.

Develop a PD / re-class resource website. An informational narrative on what the reclassification process is in Cooperative Extension could be handy too. For example, it'd start off on how to evaluate your existing position and PD, what new skills and responsibilities should be pursued in order to have growth (this would entail looking at examples of PDs from higher level positions, and where to find and how to read the official description of the responsibilities of the higher level position), how to write up a reclassification request and who signs, who it goes to, etc.

Create a general contact email to be useful for this group too, to provide support for new employees?

Develop some kind of "Length of Service Recognition" program

Develop something for classified staff who attend NCO that pertains more toward their roles and responsibilities