



Natural Resources Conservation Service
210 Walnut Street, Room 693
Des Moines, IA 50309-2180

July 27, 2009

IOWA INSTRUCTION 360-384 - STATEWIDE RECRUITMENT TOOL - POWERPOINT PRESENTATION

Part 384.0 PURPOSE

This Iowa Instruction provides the “Careers in Conservation: In Iowa” PowerPoint presentation to serve as a statewide recruitment tool to be used by all offices. It also provides the training evaluation form for use by PowerPoint presenters.

Part 384.1 SCOPE

This instruction may be used by all offices.

Part 384.2 FILING INSTRUCTIONS

This Iowa Instruction will be posted on the Iowa NRCS Employee Website, which can be accessed at <http://www.ia.nrcs.usda.gov/intranet/> under the Iowa NRCS eDirectives System section. The PowerPoint presentation is available on the Human Resources webpage of the Iowa NRCS Employee website at <http://www.ia.nrcs.usda.gov/intranet/HR.html>.

Part 384.3 EXHIBITS

See the attachments.

/s/ Richard Sims
State Conservationist

Attachments

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(IA Instruction 360-384 First Edition – July 2009)

Helping People Help the Land

An Equal Opportunity Provider and Employer

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1. PURPOSE:

This Iowa Instruction provides the “Careers in Conservation: In Iowa” PowerPoint presentation to serve as a statewide recruitment tool to be used by all offices. It also provides the training evaluation form for use by PowerPoint presenters.

2. BACKGROUND:

The “Careers in Conservation: In Iowa” PowerPoint presentation has been developed by the Iowa NRCS Civil Rights Advisory Committee (CRAC) and is intended for use by all offices, to provide a consistent explanation to potential future NRCS employees regarding the work of Iowa NRCS. It provides a general overview of the role of NRCS and specific information about Iowa.

3. PROCESS:

The “Careers in Conservation: In Iowa” PowerPoint provides a general script for use by presenters. The presenter is encouraged to add, delete or edit slides as needed for the specific audience viewing the presentation. In the future, some slides will require revisions to update them. District Conservationists and RC&D Coordinators should provide the PowerPoint to partner staff that conduct recruitment presentations.

Attached is a training evaluation form for use by PowerPoint presenters. The training evaluation is to be completed by all presenters of the “Careers in Conservation: In Iowa” PowerPoint. This will provide valuable information to the CRAC regarding the usefulness of the PowerPoint presentation. The training evaluation completed by presenters of the PowerPoint is to be sent to Tanya Meyer-Dideriksen, State Outreach Coordinator, for review and use by the CRAC.

Additionally, the Human Resources webpage of the Iowa NRCS website serves as a valuable resource that many employees are not aware of. Employees are encouraged to utilize these resources. The webpage provides information on subjects such as: Benefits; Displays (Recruitment); Employee Development/Training; Employment; Leave; Pay; Performance; Safety and Health; and others. The PowerPoint presentation is available on the Human Resources webpage of the Iowa NRCS Employee website at <http://www.ia.nrcs.usda.gov/intranet/HR.html>.

Contact Tanya Meyer-Dideriksen, State Outreach Coordinator, at 515-284-4525 or Tanya.meyer@ia.usda.gov with any questions.

Approved By:

/s/ Richard Sims
State Conservationist
Natural Resources Conservation Service
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Date:

07-27-09