

# Extension Agent Progress Review

\_\_\_ 4 Months \_\_\_ 7 Months

Employee Name \_\_\_\_\_ Employment Date \_\_\_\_\_ Eval Date \_\_\_\_\_

District/County \_\_\_\_\_ PIN \_\_\_\_\_ Title \_\_\_\_\_

PERFORMANCE CATEGORY	RATING		COMMENTS, SPECIFIC EXAMPLES, OR OBSERVATIONS TO SUPPORT RATING
	SATISFACTORY PROGRESS	NEEDS IMPROVEMENT	
<b>1. Educational Effectiveness &amp; Quality:</b> <ul style="list-style-type: none"> <li>• Utilizes local planning groups/tasks forces</li> <li>• Educational efforts provide quality information</li> <li>• Key audiences recognize agent as educator</li> <li>• Uses available mass media</li> <li>• Utilizes program development process to effectively plan, implement, evaluate, and interpret educational programs</li> </ul>			
<b>2. Program &amp; Organizational Support</b> <ul style="list-style-type: none"> <li>• Develops a volunteer action plan</li> <li>• Utilizes volunteers in program efforts</li> <li>• Team player/team member</li> <li>• Secures external funds for program support</li> </ul>			
<b>3. Cooperation and Coordination</b> <ul style="list-style-type: none"> <li>• Identifies and recruits partners for programming</li> <li>• Uses partnerships to expand audience participation</li> <li>• Participates in multi-disciplinary/multi-county program efforts</li> <li>• Demonstrates ability to cooperate with others, works closely with co-worker and support staff</li> </ul>			
<b>4. Personal Development of Knowledge, Skills and Behaviors (core competencies)</b> <ul style="list-style-type: none"> <li>• Demonstrates integrity/loyalty to job and Extension</li> <li>• Exhibits professionalism in attitude, conduct, appearance and work habits</li> <li>• Member of professional organization</li> <li>• Reports are complete, accurate and on time</li> </ul>			
<b>5. OVERALL EVALUATION</b>			

Goals for future development: \_\_\_\_\_

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Employee's signature

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Supervisor's signature