Annual Extension Agent Performance Review: Summary

Agent: _____ **County/District:** _____ **Year** _____

To be completed by the Area Director* (to include a summary of the board members' and area* director's comments)

Primary Strengths and/or Limitations:

Program Planning, Implementation, Reporting and Evaluation

Professionalism and Self-Management

Volunteer and Staff Development

*In counties or districts with five or more agents (or four agents if this model is adopted by the board and area director) the responsibility for evaluating agents' work performance is delegated by the area director and local board to the county or district director.

Interpersonal and Communication Skills

Administrative and Management Skills

Recommendations and/or Follow-up Actions:

Ranking:

___ **Exceptional**
Performance significantly and consistently exceeds expectations. Performance goes beyond "commendable." The employee's performance is a model for other agents and is comparable to the best in the country in terms of quality and quantity. This ranking might be expected to be awarded to 10% of extension agents.

___ **Commendable**
Performance consistently exceeds expectations in terms of quality, quantity, creativity or innovation. Performance must go beyond competent expectations.

___ **Competent**
Performance is at the level one would expect from most competent, experienced agents.

___ **Does not meet expectations**
Performance is below the minimum acceptable expectations for this position and improvement to be made is outlined under "Recommendations and/or Follow-Up Actions." Development is needed in order to continue in this position.

Signatures:

We have reviewed this form on _____, 20_____.

Extension Agent: _____ **County or District Director:*** _____

Area Director: _____ **Board Chair:** _____

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A signature indicates that the summary has been reviewed.