

# Board Member Evaluation for Agents 2023

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**Survey Description and Instructions:** This performance review is being administered in order to assess board member impressions of the effectiveness of the extension agent. All responses will be compiled into a summary report. However, your personal identification and contact information will be retained with your responses.

Please complete the performance review as objectively and candidly as possible. Your responses will not be recorded unless you complete the review and hit the "Done" button at the end of the survey.

**If you are not able to rate an agent on a particular item, please leave that indicator blank.**

## **Rating Definitions:**

**Significantly Exceeds Expectations:** Met the key requirements of the job in all areas and far exceeded the requirements in most areas on which the employee is evaluated. This category is reserved for the top 10% of the agents.

**Exceeds Expectations:** Met the key requirements of the job in all areas and exceeded the requirements of the job in most areas. Performance is characterized by high achievement.

**Meets' Expectations:** Met the key requirements of the job in many areas. Performance consistently meets the standards of the job.

**Below Expectations:** Does not meet the key requirements of the job. Excessive direction and follow-up are needed. Immediate improvement is required.

## **Question 1: Program Planning, Implementation, Reporting and Evaluation**

Rate the agent's effectiveness in program development.

|   | Significantly Exceeds Expectations | Exceeds Expectations  | Meets Expectations    | Below Expectations    |
|---|------------------------------------|-----------------------|-----------------------|-----------------------|
| 1.1 Agent worked with the Program Development Committee (PDC) to assess local needs   | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.2 Agent collaborated with the PDC and relevant organizations to plan and implement impactful educational programming.   | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.3 Agent provided marketing and outreach to yield appropriate program contacts   | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.4 For the monthly/quarterly board reports and/or annual impact reports, the agent provided meaningful (it matters) reports  | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.5 For the monthly/quarterly board reports and/or annual impact reports, the agent included significant (enough) outcomes for programs   | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.6 Agent proficiently used appropriate subject matter for their primary program area   | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.7 Agent demonstrated strong teaching skills   | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.8 Agent used appropriate technology in program delivery   | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.9 Agent verbally articulated thoughts clearly   | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.10 Agent writes clearly, accurately and thoroughly  | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.11 Agent worked well with others  | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.12 Agent effectively supervised office staff and/or program assistants (if applicable)  | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.13 Agent made an effort to try new programs   | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.14 Agent engaged PDC/board members in discussions of local demographics, the reach of current programs and meaningful ways to reach those not being served with extension programs. | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.15 Agent utilized strategies that support diversity, equity and inclusion of underserved audiences  | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.16 Agent found new sources of funding   | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.17 Agent effectively managed the fiscal operations and expenditures of their program area   | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.18 Agent utilized volunteers to expand their programs   | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

|  |                       |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|-----------------------|
| 1.19 Agent creatively thanked and recognized the volunteer efforts supporting their programming                                    | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 1.20 Agent evaluated their educational program to determine the impact and communicated results to the board, PDC and stakeholders | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**Question 2: What successes or challenges has this agent experienced over the last year in providing a comprehensive set of educational programs in his/her subject matter?**

**Question 3: What suggestions or improvements are needed by this agent in:**

**Depth of programming?**

**Quality of program?**

**Reaching new audiences**

**Question 4. What successes or challenges did the agent have engaging with his/her PDC this past year?**

**Question 5: Volunteer Management Responsibilities**

K-State Research and Extension relies on volunteer involvement in all Extension programs. As a result, all agents have varying levels of responsibilities for working with volunteers from more formal assignments with Master Gardeners, 4-H, etc., to more informal assignments with VITA volunteers, Fair Boards, Livestock Association, etc.

The next set of questions asks you to assess the agent's effectiveness in working with volunteers. **If you are not able to rate an agent on a particular item, please leave that indicator blank.**

|  | Significantly Exceeds Expectations | Exceeds Expectations  | Meets Expectations    | Below Expectations    |
|--|------------------------------------|-----------------------|-----------------------|-----------------------|
| 5.1 Following K-State Research and Extension policies, the Agent implemented and managed a comprehensive process for selecting and screening volunteers, as applicable for the given program | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5.2 Agent provided an adequate number of training opportunities to meet the needs of persons wanting to be involved as volunteers  | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5.3 Agent successfully encouraged volunteers to take leadership roles in local programs  | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| 5.4 Agent conducts an annual review of volunteer performance that provides clear expectations of their responsibilities, and feedback and training to enhance their performance              | <input type="radio"/>              | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

**Question 6: Additional comments regarding Volunteer Management Responsibilities**

**Question 7: Other comments?**

We appreciate your willing participation in this review process. Again, your responses will be kept confidential.

Board Member Signature:

**Date:**