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Agent Performance Review

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Goals of a Performance Review

- Provide opportunity for self-assessment
- Increase job satisfaction and understanding
- Recognize performance that meets or exceeds expected levels
- Identify development needed
- Agree on professional development goals

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Effective Performance Reviews

Two components

- Formal review
- Informal ongoing feedback

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Partners

- Agent
- Local Board
- Area Director
- County or District Director
  (in local units with five or more agents)

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Agent Responsibility

- Report impact of programming
- Seek feedback
- Share professional development goals

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Agent Role

Examples of results

- Forty youth participating in Gavel Games gained skills in parliamentary procedure.
- Seventy-five participants in Walk Kansas increased their physical activity by two hours per week.
- Thirty of fifty producers attending a cattle nutrition workshop indicated they will change a management practice.

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Board Member and Area Director Role

- Understand the scope of the comprehensive local program
- Understand the role of each agent
- Provide feedback on program results
- Participate in programs

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Area Director Role

- Provide perspective of familiarity with multiple county and district programs

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Time Line

February or March (Counties):
May or June (Districts):

Board and agents review:

- Agent Performance Review Process and Forms
- Five Year Action Plan and Annual Updates
- Professional development goals

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Time Line

Monthly / Quarterly:

- Agents report program impacts
- Board members provide feedback

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Time Line

Sept – Nov:

Agents provide Board and Area Directors:

- Current year's goals related to 5 Year Plan
- Performance Review form with examples of impacts
- Annual Accomplishment Report
- Professional Development Plan
- Next year's goals related to 5 Year Plan

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Time Line

Oct – Feb:

- Board members add comments to Performance Review form
- Send to area director*

*in local units with five or more agents, will be local director

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Time Line

Anytime:

External Feedback Form (optional)

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Time Line

Nov - Feb:

Board chair*, area director and agent meet and review the document and identify strengths and/or limitations

*in local units with five or more agents, will be local director

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Agent Performance Review Document

Five Categories:

- Program Planning, Implementation, Reporting and Evaluation
- Professionalism and Self-Management
- Volunteer and Staff Development
- Interpersonal and Communication Skills
- Administrative and Management Skills

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Performance Reviews

- Culmination of a process
- Partnership between agent, board*, area director

*in local units with five or more agents, will be local director

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