

### 2014-15 Agent Performance Overview

Agent will first be prompted to enter name, job title, district, county, review period and date completed.

#### Major Job Responsibility – Educational Programming

##### Essential Functions

	Not Meeting Expectations	Meeting Expectations	Occasionally Exceeds Expectations	Consistently Exceeds Expectations
Develops and leads a comprehensive curriculum based educational program that is reflective of the needs of the total county				
Programs are delivered in a timely manner				
Programs are research based, designed for diverse audiences, include a variety of education methods and delivery modes, and contain evaluation components that build on sequential learning				
Evaluations of programs give evidence that participants are achieving higher levels of behavioral change				
Educational programs are directly connected to the outcomes and educational efforts identified in the annual Plan of Work				
Agents involve specialists to support and conduct programming				

Agent Comments Regarding – Educational Programming (350 word max)

**Major Job Responsibility – Leadership**

Essential Functions

	Not Meeting Expectations	Meeting Expectations	Occasionally Exceeds Expectations	Consistently Exceeds Expectations
Provides local citizens with opportunities to learn and practice leadership skills				
Quality of developed leadership skills in internal and external groups				
Demonstrates professionalism and develops personal leadership skills				

Agent Comments Regarding – Leadership (350 word max)

### Major Job Responsibility – Extension Advisory Councils

#### Essential Functions

	Not Meeting Expectations	Meeting Expectations	Occasionally Exceeds Expectations	Consistently Exceeds Expectations
Establishes and maintains advisory councils that help identify local issues, conducts and evaluates educational programs				
Embraces the diversity of the county and seeks to form dynamic advisory groups				
Councils contribute toward securing resources for Extension programs				
Program advisory councils work intra-dependently as well as in conjunction with the County Extension Council				
Councils follow all appropriate rules, regulations and laws				

Agent Comments Regarding - Extension Advisory Councils (350 word max)

### Major Job Responsibility – Accountability and Public Relations

#### Essential Functions

	Not Meeting Expectations	Meeting Expectations	Occasionally Exceeds Expectations	Consistently Exceeds Expectations
Develops accountable public relations system that markets University of Kentucky Cooperative Extension Service				
Contributes to the information base used to document accomplishments of the Cooperative Extension Service to key decision makers				
Supports activities and events of the College of Agriculture, Food and the Environment and School of Human Environmental Science				
Reports completed on a timely manner				
Major programming efforts are evaluated for programming success and future programming efforts.				
Markets to local clientele major activities of the College				

Agent Comments Regarding - Accountability and Public Relations (350 word max)

### Major Job Responsibility – Facilitation/Collaboration/Teamwork

#### Essential Functions

	Not Meeting Expectations	Meeting Expectations	Occasionally Exceeds Expectations	Consistently Exceeds Expectations
Serves as a group facilitator to convene or intervene with groups that need a neutral facilitator to help the group identify, solve problems and /or make decisions				
Builds collaborative relationships with other agencies and organizations to multiply effectiveness and enhance outcomes of programs while avoiding duplication of programming efforts				
Exhibits and promotes teamwork within Extension organization at county, district and state levels, acting as mentor and contributing to the professional development of all agents				
Effectively serves in the office coordinator roles they are assigned				
Communicates effectively with the total office staff				
Supports other agents and staff with their programming efforts				

Agent Comments Regarding - Facilitation/Collaboration/Teamwork (350 word max)

### Major Job Responsibility – Customer Service

#### Essential Functions

	Not Meeting Expectations	Meeting Expectations	Occasionally Exceeds Expectations	Consistently Exceeds Expectations
Provides latest research based information in a customer friendly manner to clients				
Provides diagnostic services and recommendations to local producers and consumers				
Develops and maintains components of service to include involvement of youth and adult volunteers in service oriented projects				
Represents and serves the people in the county – always doing what is best for the county				
Provides training to office staff to insure that forms connected with samples from clientele are completed efficiently and correctly				

Agent Comments Regarding - Customer Service (350 word max)

**Core Competencies (Values do not influence final rating score)**

**Dependability**

	Needs Improvement	Meet Expectations	Exceeds Expectations
Dependability			

Agent Comments Regarding Dependability -

**Diversity and Inclusion**

	Needs Improvement	Meet Expectations	Exceeds Expectations
Diversity and Inclusion			

Agent Comments Regarding Diversity and Inclusion -

**Initiative**

	Needs Improvement	Meet Expectations	Exceeds Expectations
Initiative			

Agent Comments Regarding Initiative -

**Integrity**

	Needs Improvement	Meet Expectations	Exceeds Expectations
Integrity			

Agent Comments Regarding Integrity -

**Interpersonal Relationships**

	Needs Improvement	Meet Expectations	Exceeds Expectations
Interpersonal Relationships			

Agent Comments Regarding Interpersonal Relationships -



**Final Agent Comments (350 words max)**