



College of Agriculture,
Food and Environment
Cooperative Extension Service

COOPERATIVE EXTENSION SERVICE COUNTY SUPPORT STAFF PERFORMANCE EVALUATION FORM

Demographic Data

Employee Name		Person ID#		
Last	First	MI		
Supervisor Name		County	Department Number <u>81300</u>	
Position Number		Job Title		
Review Period	through	Type of Evaluation (select one):	12-month Evaluation	Other _____

Performance Data

Please complete the following information with as much detail as possible.

1. Major Job Responsibility:

Essential Functions & Job Standards:

PERCENT	multiplied by	RATING	equals	TOTAL RATING
	X		=	

Rating Scale: 1=Rarely Met Job Standards 2=Sometimes Met Job Standards 3=Met Job Standards 4=Occasionally Exceeded Job Standards
5=Consistently Exceeded Job Standards and/or Performed Significant Assignments in Addition to Regular Essential Functions

Comments (required):

2. Major Job Responsibility:

Essential Functions & Job Standards:

PERCENT	multiplied by	RATING	equals	TOTAL RATING
	X		=	

Rating Scale: 1=Rarely Met Job Standards 2=Sometimes Met Job Standards 3=Met Job Standards 4=Occasionally Exceeded Job Standards
5=Consistently Exceeded Job Standards and/or Performed Significant Assignments in Addition to Regular Essential Functions

Comments (required):

3. Major Job Responsibility:

Essential Functions & Job Standards:

PERCENT	multiplied by	RATING	equals	TOTAL RATING
	X		=	

Rating Scale: 1=Rarely Met Job Standards 2=Sometimes Met Job Standards 3=Met Job Standards 4=Occasionally Exceeded Job Standards
5=Consistently Exceeded Job Standards and/or Performed Significant Assignments in Addition to Regular Essential Functions

Comments (required):

4. Major Job Responsibility:

Essential Functions & Job Standards:

PERCENT	multiplied by	RATING	equals	TOTAL RATING
	X		=	

Rating Scale: 1=Rarely Met Job Standards 2=Sometimes Met Job Standards 3=Met Job Standards 4=Occasionally Exceeded Job Standards
5=Consistently Exceeded Job Standards and/or Performed Significant Assignments in Addition to Regular Essential Functions

Comments (required):

5. Major Job Responsibility:

Essential Functions & Job Standards:

PERCENT	multiplied by	RATING	equals	TOTAL RATING
	X		=	

Rating Scale: 1=Rarely Met Job Standards 2=Sometimes Met Job Standards 3=Met Job Standards 4=Occasionally Exceeded Job Standards
5=Consistently Exceeded Job Standards and/or Performed Significant Assignments in Addition to Regular Essential Functions

Comments (required):

6. Major Job Responsibility:

Essential Functions & Job Standards:

PERCENT	multiplied by	RATING	equals	TOTAL RATING
	X		=	

Rating Scale: 1=Rarely Met Job Standards 2=Sometimes Met Job Standards 3=Met Job Standards 4=Occasionally Exceeded Job Standards
5=Consistently Exceeded Job Standards and/or Performed Significant Assignments in Addition to Regular Essential Functions

Comments (required):

Overall Rating

Add up all TOTAL RATING scores to determine the OVERALL RATING:

Supervisor Comments:

Employee Comments:

*Employee Signature: _____

Date: ____/____/____

County Support Staff Coordinator Signature: _____

Date: ____/____/____

District Director Signature: _____

Date: ____/____/____

Note:

- The mid-year Review shall be kept in the county file.
- When the Annual (12-month) Performance Evaluation form is completed and signed, provide a copy to the employee, retain a copy for county file, and send original to District Director.

*Employee's signature does not eliminate the right to address questions or concerns about the content of the evaluation through the appropriate departmental chain of command.

Reset Form