

Periodic Progress Review



Name/Title		
County/District		
3 Months	6 Months	12 Months

1 = Unsatisfactory, 2 = Needs Improvement, 3 = Meets Expectations				
Performance Category	1	2	3	Comments, specific examples or observations to support rating
<p><u>Leadership</u></p> <p>Working Relationship with Leaders The employee develops an effective working relationship with volunteer leaders.</p>				
<p>Adaptability The employee shows the ability to adapt to the physical and mental requirements of the job, has gained a knowledge of the county & leadership base, and fits into the new situations and relationships.</p>				
<p><u>Extension Councils</u></p> <p>Advisory Groups The employee builds, develops, maintains, & involves clientele advisory groups, i.e. councils, boards, committees.</p>				
<p><u>Educational Programming</u></p> <p>Program Development Skills The employee shows adequate skills in the programming process of planning, implementation, & evaluation to reach diverse audiences.</p>				
<p>Communication/Presentation Skills The employee demonstrates the ability to present orally and in writing, ideas, information, & programs clearly, concisely, & in a well-organized manner.</p>				
<p>Productivity/Program Growth The employee shows sufficient quality & quantity results in carrying out assigned job responsibilities & continues to show program growth & improvement on a consistent basis.</p>				
<p><u>Accountability/Public Relations</u></p> <p>Work Habits The employee demonstrates adequate punctuality, office procedures, time management, initiative, energy, & desire to effectively carry out job assignments and presents a positive image.</p>				
<p>Organizational Support The employee supports the mission and philosophy of the Cooperative Extension Service, College of Agriculture, Food & Environment, & University of Kentucky.</p>				

Performance Category	1	2	3	Comments, specific examples or observations to support rating
Reporting The employee reports accurately & effectively program accomplishments in a timely manner.				
<u>Facilitation/Collaboration/Teamwork</u> Coalition Building The employee develops an effective working relationship with agencies, building coalitions & networking in the design & delivery of programs.				
Judgment The employee demonstrates the ability to compare alternatives, evaluate the facts, & decide on a proper course of action.				
Team Player The employee is a team player, demonstrates a positive working rapport with co-workers, & has the ability to work congenially & effectively with others.				
Professionalism The employee models the image, attitude, appearance, actions, & development of a professional.				
<u>Customer Service</u> Technical Competence The employee has the knowledge needed to perform the functions of the job & the ability to apply this knowledge to the performance of the job.				

Overall Evaluation

Based on the employee's performance to date, & considering the length of employment & management expectations for the employee at this point in their career, the following performance category accurately reflects the employee's career status.

<input type="checkbox"/>	Meets Expectations: The employee is learning & improving at a satisfactory rate in most areas.
<input type="checkbox"/>	Needs Improvement: The employee is progressing, but needs improvement in some areas.
<input type="checkbox"/>	Unsatisfactory: The employee is not meeting minimum expectations in critical areas.

Recommended action:

Another review is scheduled for:

Additional comments:

Employee's Signature

Date

Employee's Email

Area Extension Director's Signature

Date