

Rating Scale for Cooperative Extension Service Agents

Updated December 2016

The Agent Performance Appraisal rating system is a four-point scale. Numerical ratings are not linked explicitly to one word or brief descriptors, but overall standards are described. The individuals receiving “consistently exceeds” expectations, or “4” ratings are those whose performance goes “above and beyond” the desired high performance level expected of all agents. One would not expect to receive this rating on a routine basis, but this level of merit recognition would be awarded to those individuals who have had a particularly outstanding or notable achievement, or set of achievements, and/or recognition during the review period.

- 4 **Consistently Exceeds Performance Expectations** in all areas, while demonstrating outstanding contributions worthy of special recognition according to all or at least two of the following criteria:
 - Exceptional program leadership or enhancement of team or collaborative efforts
 - Exceptional recognition (nationally, regionally, and/or in-state) for achievement and/or program impact
 - Exceptional innovation and quality in achievement and programming
- 3 **Occasionally Exceeds Performance Expectations** in productivity, quality of work, program development, and program impact. Exhibits professional skills and attitudes which include teamwork, collaboration, and leadership. In addition, meets the high expectations for successful Cooperative Extension Service agents in the College of Agriculture as outlined in Category “2.”
- 2 **Meeting, or making adequate progress** toward meeting, the high expectations necessary for success as a Cooperative Extension Agent in the College of Agriculture. Professional development, program development, quality of work, leadership development/leadership in the community and program impact are all components of performance necessary to achieve this level.
- 1 **Below the expectations for achievement**, productivity and quality of work for successful Cooperative Extension Service Agents in the College of Agriculture. An inadequate level of quality and/or of documentable contributions to Extension programming or impact in the county, less than adequate community relationship and leadership development, inadequate contributions toward required program elements, and/or a lack of adequate progress toward meeting expectations.

Unsatisfactory performance. Little or no documentable contribution or achievement, or unacceptable quality of work. Little or no progress towards meeting expectations.