Agent Performance Review

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 plans

Effective Performance Reviews

Two components

- Informal ongoing feedback at board meetings
- Formal review annually
Partners

- Agent
- Local Board
- Area Director
- Local Unit Director
  (with supervisory responsibilities)

Agent Role

- Report outcomes of programming at board meeting
- Seek feedback
- Share professional development plans

Agent Role

Examples of program outcomes

- 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.
Agent Role

Examples of program outcomes

• Thirty of fifty producers attending a cattle nutrition workshop indicated they will change a management practice.

• Fifty members of community boards indicated increased knowledge about strategic planning.

Board Member Role

• Understand the scope of the comprehensive local program

• Understand the role of each agent

• Provide feedback on program outcomes

• Participate in programming

Local Unit Director Role

Provide leadership to the process at the local level
Area Director Role

Provide perspective of familiarity with multiple local unit programs

Time Line

*February or March:*

Board and agents review:
- Agent Performance Review Process and Forms
- Action Plans
- Professional Development Plan

*Monthly:*

- Agents report program outcomes
- Board members provide feedback
**Time Line**

**September to October:**

Agents provide Board:
- Impact Report
- Performance Review Self-Assessment
- Professional Development Plan
- Action Plans for Upcoming Year

**October:**

Board members:
- Review agent’s documents
- Add comments to Performance Review
- Submit electronically

**Anytime:**

External Feedback Form (optional)
Time Line

October - December:

Area Director or Local Unit Director:
• Summarize comments
• Schedule performance review

Agent Performance Review Document

Five Categories:
• Program Planning
• Professionalism
• Volunteer Management
• Communication
• Administrative

Performance Reviews

• Important for the growth and development of extension professionals
• Partnership between agent, board, area and local unit director