

Extension Board Leadership  
K-STATE  
Research and Extension

## Agent Performance Review

"Knowledge for Life"

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## 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

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## Effective Performance Reviews

Two components

- Informal ongoing feedback at board meetings
- Formal review annually

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## Partners

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

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## Agent Role

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

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## 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.

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## 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.

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## 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

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## Local Unit Director Role

Provide leadership to the process at the local level

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## Area Director Role

Provide perspective of familiarity with multiple local unit programs

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## Time Line

February or March:

Board and agents review:

- Agent Performance Review Process and Forms
- Action Plans
- Professional Development Plan

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## Time Line

Monthly:

- Agents report program outcomes
- Board members provide feedback

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## Time Line

September to October:

Agents provide Board:

- Impact Report
- Performance Review Self-Assessment
- Professional Development Plan
- Action Plans for Upcoming Year

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## Time Line

October:

Board members:

- Review agent's documents
- Add comments to Performance Review
- Submit electronically

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## Time Line

Anytime:

External Feedback Form (optional)

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## Time Line

October - December:

Area Director or Local Unit Director:

- Summarize comments
- Schedule performance review

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## Agent Performance Review Document

Five Categories:

- Program Planning
- Professionalism
- Volunteer Management
- Communication
- Administrative

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## Performance Reviews

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

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