

Extension Agent Self-Evaluation

Name _____

Local Unit _____ Date _____

Survey Description and Instructions:

PLEASE NOTE: The Agent Self-Evaluation is now a component of the PEARS system. This document is made available for agents for informational purposes only.

This is a self-evaluation of your responsibilities and duties as an Extension Agent. Please complete the survey as objectively and candidly as possible. The information you provide in this self-assessment will be reviewed and considered by your Local Unit Director (for agents with a director with supervisory responsibilities) or your Regional Director.

Rating Definitions:

Significantly Exceeds Expectations: Met the key requirements of the job in all areas and far exceeded the requirements in most areas on which the employee is evaluated. This category is reserved for the top 10% of the agents.

Exceeds Expectations: Met the key requirements of the job in all areas and exceeded the requirements of the job in most areas. Performance is characterized by high achievement.

Meets Expectations: Met the key requirements of the job in many areas. Performance consistently meets the standards of the job.

Below Expectations: Does not meet the key requirements of the job. Excessive direction and follow-up are needed. Immediate improvement is required.

Question 1. Program Planning, Implementation, Reporting and Evaluating

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations
1.1 I worked with the Program Development Committee (PDC) to assess local needs				
1.2 I collaborated with the PDC and relevant organizations to plan and implement impactful educational programming				
1.3 I provided marketing and outreach to yield appropriate program contacts				

1.4 For the monthly/quarterly board reports and/or annual impact reports, I provided meaningful (it matters) reports				
1.5 For the monthly/quarterly board reports and/or annual impact reports, I included significant (enough) outcomes for programs				
1.6 I proficiently used appropriate subject matter for my primary program area				
1.7 I demonstrated strong teaching skills				
1.8 I used appropriate technology in program delivery				
1.9 I verbally articulated thoughts clearly				
1.10 I write clearly, accurately and thoroughly				
1.11 I worked well with others				
1.12 I effectively supervised office staff and/or program assistants (if applicable)				
1.13 I made an effort to try new programs				
1.14 I utilized strategies that support diversity, equity and inclusion of underserved audiences				
1.15 I found new sources of funding				
1.16 I effectively managed the fiscal operations and expenditures of my program area				
1.17 I utilized volunteers to expand my programs				
1.18 I creatively thanked and recognized the volunteer efforts supporting my programming				
1.19 I evaluated my educational program to determine the impact and communicated results to the board, PDC and other stakeholders				

Question 2. What challenges have you experienced working with your Program Development Committee?

Question 3. What successes have you experienced working with your Program Development Committee?

Question 4. How will you engage PDCs in the coming year to identify needs, implement and promote programs and/or reach new audiences?

Question 5: Describe the underserved audiences you worked with in the past year and the strategies used to deliver extension programs and resources.

Question 6. Volunteer Management Responsibilities

K-State Research and Extension relies on volunteer involvement in all Extension programs. As a result, all agents have varying levels of responsibility for working with volunteers from more formal assignments with Master Gardeners, 4-H, etc., to more informal assignments with VITA volunteers, Fair Boards, Livestock Association, etc. Please assess your effectiveness working with volunteers.

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations
6.1 Following K-State Research and Extension policies, I implemented and managed a comprehensive process for selecting and screening volunteers, as applicable for the given program				
6.2 I provided an adequate number of training opportunities to meet the needs of persons wanting to be involved as volunteers				
6.3 I successfully encouraged volunteers to take leadership roles in local programs				
6.4 I conduct an annual review of volunteer performance that provides clear expectations of their responsibilities, and feedback and training to enhance their performance				

Question 7. Additional comments regarding Volunteer Management Responsibilities

General Performance:

Question 8: Describe one or two areas where you have excelled in the past year.

Question 9: Provide areas where you should focus on continued improvement.

Question 10: Are you a Local Unit Director?

If yes, proceed to Administrative and Supervisory Roles” section

If no, skip to Question 12

Administrative and Supervisory Roles

The Local Unit Director is responsible for coordinating and directing the administrative functions such as budget and fiscal operations, personnel management of office professionals and program assistants and office management. In counties with four or more extension agents and all extension districts, the director is also responsible for evaluating the extension agents. Please assess your ability to manage and supervise the staff and local extension office.

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations
10.1 I worked well with the local extension board to effectively administer local extension programs				
10.2 I provided leadership in the development of the annual budget				
10.3 I effectively managed the fiscal operations and expenditures				
10.4 I ensured financial reports were submitted by deadlines				
10.5 I oversaw the audit or other financial review				

10.6 I effectively supervised and coached office staff, program assistants and agents if in a district or larger county				
10.7 I conducted annual evaluations of office staff and/or program assistants in a timely manner				
10.8 I managed or resolved conflicts within the office				
10.9 I worked with agents, board members, administration and volunteers to develop a comprehensive local education program				
10.10 I worked with staff to identify underserved audiences				
10.11 I developed and implemented a plan to reach underserved audiences				
10.12 I assisted staff in attempts to secure extramural funding				
10.13 I follow K-State Research and Extension (and local unit) guidelines and policies				
10.14 I ensure that all the unit's reports and other required documentation are submitted in a timely manner				
10.15 I recognize issues; seek assistance as appropriate. Inform chain of command as appropriate regarding supervisory/staff issues				
10.16 I work with staff to communicate impact of local Extension program to Extension board, county commissioners, legislators and other key stakeholders				
10.17 I work with staff to effectively market the local Extension program.				

Question 11. Additional comments regarding Administrative and Supervisory Roles

Question 12. Describe the progress you made in achieving the performance goals that were agreed upon last year by you and the Local Unit/Regional Director

Question 13. Other Comments?