

Board Member Evaluation for LUD - Administrative

- 1. Survey Description and Instructions:** This performance review is being administered in order to assess board member impressions of the effectiveness of the extension agent. All responses will be compiled into a summary report. However, your personal identification and contact information will be retained with your responses.

Please complete the performance review as objectively and candidly as possible. Your responses will not be recorded unless you complete the review and hit the "Done" button at the end of the survey.

If you are not able to rate an agent on a particular item, please leave that indicator blank.

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 Evaluation

Rate the agent's effectiveness in program development.

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations
1.1 Agent worked with the Program Development Committee (PDC) to assess local needs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.2 Agent collaborated with the PDC and relevant organizations to plan and implement impactful educational programming.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.3 Agent provided marketing and outreach to yield appropriate program contacts	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.4 For the monthly/quarterly board reports and/or annual impact reports, the agent provided meaningful (it matters) reports	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.5 For the monthly/quarterly board reports and/or annual impact reports, the agent included significant (enough) outcomes for programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.6 Agent proficiently used appropriate subject matter for their primary program area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.7 Agent demonstrated strong teaching skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.8 Agent used appropriate technology in program delivery	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1.9 Agent verbally articulated thoughts clearly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.10 Agent writes clearly, accurately and thoroughly	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.11 Agent worked well with others	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.12 Agent effectively supervised office staff and/or program assistants (if applicable)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.13 Agent made an effort to try new programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.14 Agent utilized strategies that support diversity, equity and inclusion of underserved audiences.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.15 Agent found new sources of funding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.16 Agent effectively managed the fiscal operations and expenditures of their program area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.17 Agent utilized volunteers to expand their programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
1.18 Agent creatively thanked and recognized the volunteer efforts supporting their programming	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

1.19 Agent evaluated their educational program to determine the impact and communicated results to the board, PDC and stakeholders	○	○	○	○
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Question 2: What successes or challenges has this agent experienced over the last year in providing a comprehensive set of educational programs in his/her subject matter?

Question 3: What suggestions or improvements are needed by this agent in:

Depth of programming?

Quality of program?

Reaching new audiences

Question 4. What successes or challenges did the agent have engaging with his/her PDC this past year?

Question 5: 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 responsibilities 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.

The next set of questions asks you to assess the agent's effectiveness in working with volunteers.

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

Question 6: Additional comments regarding Volunteer Management Responsibilities

Question 7: Administrative and Supervisory Roles

The county or district 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.

Rate the agent's ability to manage and supervise the staff and local extension office.

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations
7.1 Director worked well with the local extension board to effectively administer local extension programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.2 Director provided leadership in the development of the annual budget	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.3 Director effectively managed the fiscal operations and expenditures	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.4 Director ensured financial reports were submitted by deadlines	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.5 Director oversaw the audit or other financial review	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.6 Director effectively supervised and coached office staff, program assistants	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.7 Director conducted annual evaluations of office staff and/or program assistants in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.8 Director managed or resolved conflicts within the office	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7.9 Director worked with agents, board members, administration and volunteers to develop a comprehensive local education program	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.10 Director worked with staff to identify underserved audiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.11 Director developed and implemented a plan to reach underserved audiences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.12 Director assisted staff in attempts to secure extramural funding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.13 Director follows K-State Research and Extension (and local unit) guidelines and policies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.14 Director ensures that all of the unit's reports and other required documentation are submitted in a timely manner	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.15 Director recognizes issues; seeks assistance as appropriate. Informs chain of command as appropriate regarding supervisory/staff issues	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7.16 Director works with staff to communicate impact of local Extension program to Extension board, county commissioners, legislators and other key stakeholders.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

7.17 Director works with staff to effectively market the local Extension program.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
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Question 8: Additional comments regarding Administrative and Supervisory responsibilities?

Question 9: Other comments?

We appreciate your willing participation in this review process. Again, your responses will be kept confidential.