

Board Member Evaluation for:

Name _____

Local Unit _____ Date _____

(Please note: The performance review process is a component of the PEARS system. This document is made available for agents and board members to view as they discuss performance review responsibilities. It may also be used if a board member does not have access to email.)

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.

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	Cannot Evaluate
1.1 Agent worked with the Program Development Committee (PDC) to assess local needs					
1.2 Agent collaborated with the PDC and relevant organizations to plan and implement impactful educational programming					
1.3 Agent provided marketing and outreach to yield appropriate program contacts					

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

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?

Question 4. Describe one or two areas where the agent has excelled in the past year.

Question 5. Provide areas where the agent should focus on continued improvement.

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 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	Cannot Evaluate
6.1 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					
6.2 Agent provided adequate number of training opportunities to meet the needs of persons wanting to be involved as volunteers					
6.3 Agent successfully encouraged volunteers to take leadership roles in local programs.					
6.4 Agent provided opportunities for volunteers to provide feedback to enhance performance and the extension program					

Question 7: Additional comments regarding Volunteer Management Responsibilities

Question 8a: Is this agent a County or District Director?

- Yes (If yes, proceed to Question #8b)
- No (If no, skip to Question #11)

Question 8b: 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 your ability to manage and supervise the staff and local extension office.

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Cannot Evaluate
8.1 Director worked well with the local extension board to effectively administer local extension programs					
8.2 Director provided leadership in the development of the annual budget					
8.3 Director effectively managed the fiscal operations and expenditures					
8.4 Director ensured financial reports were submitted by deadlines					
8.5 Director oversaw the audit or other financial review					
8.6 Director effectively supervised and coached office staff, program assistants and agents if in a district or larger county					
8.7 Director conducted annual evaluations of office staff and/or program assistants in a timely manner					
8.8 Director managed or resolved conflicts within the office					
8.9 Director worked with agents, board members, administration and volunteers to develop a comprehensive local education program					
8.10 Director worked with staff to identify underserved audiences					
8.11 Director developed and implemented a plan to reach underserved audiences					
8.12 Director assisted staff in attempts to secure extramural funding					
8.13 Director follows K-State Research and Extension (and county) guidelines and policies					
8.14 Director ensures that all of the unit's reports and other required documentation are submitted in a timely manner					

8.15 Director recognizes issues; seek assistance as appropriate. Inform chain of command as appropriate regarding supervisory/staff issues					
8.16 Director communicates impact of local Extension program to Extension board, county commissioners, legislators and other key stakeholders					
8.17 Director effectively markets the local Extension program.					

Question 9: Describe one or two areas where the director has excelled in the past year.

Question 10: Provide areas where the Director should focus on continued improvement.

Question 11: Other comments?

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

Board Member Signature: _____

Date: _____