Annual Extension Agent Performance Review: External Feedback

Agent: _____ **County/District:** _____ **Year** _____

Please share experiences and examples of how this agent has worked in the categories below. A list of descriptors is included within each category. Your input will help to provide recognition and constructive feedback. If you don't know, have not worked with the agent in this way or prefer not to answer, feel free to skip any item.

Program Planning, Implementation, Reporting and Evaluation

- Works with Program Development Committee (PDC) to assess local needs and identify major educational priorities
- Collaborates with relevant organizations to plan and implement educational programs
- Implements educational programming with an identifiable, deliberate sequence of planned activities through which clientele gain knowledge, acquire skills, make decisions and change behaviors

Comments:

Professionalism and Self-Management

- Represents K-State Research and Extension in a manner that reflects well on the agent and on all other organizational employees
- Completes assignments on time; follows through with commitments
- Identifies and pursues opportunities; shows willingness to take risks
- Maintains poise and composure in stressful situations

Comments:

Interpersonal and Communication Skills

- Recognizes the value of teamwork, works well with others, and values and respects team relationships
- Listens and responds appropriately; communicates clearly, accurately and thoroughly
- Actively markets and promotes local office and educational programming
- Communicates in ways to ensure that the local K-State Research and Extension program is well-known and respected in the community

Comments:

Overall strengths of this agent:

Overall challenges/limitations of this agent:

Signature _____ **Date** _____

Note: Signature is for reference only. Your comments will remain anonymous to the employee.

Please address the completed form to the Director at: _____

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