

## Extension Agent Self-Evaluation

Name \_\_\_\_\_

Local Unit \_\_\_\_\_ Date \_\_\_\_\_

**Survey Description and Instructions:**

This is a self-evaluation of your responsibilities and duties as an Extension Agent. Please complete the survey as objectively and candidly as possible. Once completed, submit this form to 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.

**Program Planning, Implementation, Reporting and Evaluating**

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Cannot Evaluate
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					

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Cannot Evaluate
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 pursued new/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					

**What challenges have you experienced working with your Program Development Committee?**

**What successes have you experienced working with your Program Development Committee?**

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

**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. Please assess your effectiveness working with volunteers.

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Cannot Evaluate
5.1 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					
5.2 I provided an adequate number of training opportunities to meet the needs of persons wanting to be involved as volunteers					
5.3 I successfully encouraged volunteers to take leadership roles in local programs					
5.4 I provided opportunities for volunteers to provide feedback to enhance performance and the extension program					

**Additional comments regarding Volunteer Management Responsibilities**

**General Performance:**

**Describe one or two areas where you have excelled in the past year.**

**Provide areas where you should focus on continued improvement.**

## Are you a County or District Director?

Yes (If yes, proceed to Administrative and Supervisory Roles section below)

No (If no, skip to Other Comments section)

### 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. Please assess your ability to manage and supervise the staff and local extension office.

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	Cannot Evaluate
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 county) guidelines and policies					
10.14 I ensure that all of 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.					

### Additional comments regarding Administrative and Supervisory Roles

**Other Comments:**

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