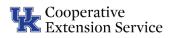


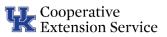
Agent Periodic Progress Review

Name/Title							
Coi	unty/Area						
	3 Months		6 Months		12 Months		

1 = Unsatisfactory, 2 = Needs Improvement, 3 = Meets Expectations Comments, specific examples or				
Performance Category	1	2	3	observations to support rating
Educational Programming				
Program Development Skills				
The employee shows adequate skills in the				
programming process of planning, implementation,				
and evaluation to reach diverse audiences.				
Communication/Presentation Skills				
The employee demonstrates the ability to present				
orally and in writing, ideas, information, and				
programs clearly, concisely, and in a well-organized				
manner.				
Productivity/Program Growth				
The employee shows sufficient quality and				
quantity results in carrying out assigned job				
responsibilities and continues to show program				
growth and improvement on a consistent basis.				
<u>Advisory Councils/Leadership</u>				
Working Relationship with Leaders				
The employee develops an effective working				
relationship with volunteer leaders.				
Adaptability				
The employee shows the ability to adapt to the				
physical and mental requirements of the job, has				
gained a knowledge of the county and				
leadership base, and fits into the new situations				
and relationships.				
Advisory Groups				
The employee builds, develops, maintains, and				
involves clientele advisory groups, i.e. councils,				
boards, committees.				
Accountability/Public Relations				
Work Habits				
The employee demonstrates adequate punctuality,				
office procedures, time management, initiative,				
energy, and desire to effectively carry out job				
assignments and presents a positive image.				
Reporting				
The employee reports accurately and effectively				
program accomplishments in a timely manner.				



1 = Unsatisfactory, 2 = Needs Improvement, 3 = Meets Expectations				
Performance Category	1	2	3	Comments, specific examples or observations to support rating
Facilitation/Collaboration/Teamwork				
Coalition Building The employee develops an effective working relationship with agencies, building coalitions and networking in the design and delivery of programs.				
Judgment The employee demonstrates the ability to compare alternatives, evaluate the facts, and decide on a proper course of action.				
Team Player The employee is a team player, demonstrates a positive working rapport with co-workers, and has the ability to work congenially and effectively with others.				
Professionalism The employee models the image, attitude, appearance, actions, and development of a professional.				
<u>Supervision</u> Technical Competence The employee has the knowledge needed to perform the supervisory functions of the job and the ability to apply this knowledge.				
Professional Standards, CustomerService, Organizational ImprovementThe employee models and promotes excellentcustomer service to all internal and externalconstituents. Employee appropriately seeks andapplies professional development training.Organizational SupportThe employee supports the mission and				
philosophy of the M-G CAFE and the University of Kentucky.				



Overall Evaluation

Based on the employee's performance to-date and considering the length of employment and management expectations for the employee at this point in their career, the following performance category accurately reflects the employee's career status:

	Meets Expectations: The employee is learning and improving at a satisfactory rate in most areas.				
Needs Improvement: The employee is progressing but needs improvement in some areas.					
Unsatisfactory: The employee is not meting minimum expectations in critical areas.					

Recommended action:

Another review is scheduled for:

Additional comments:

Employee's Signature

Date

Supervisor's Signature

Date

Original to Employee, copies to Extension HR, appropriate Program Director, Regional Director, Area Director and County Director