

Agent Periodic Progress Review

Name/Title					
County/Area					
<input type="checkbox"/>	3 Months	<input type="checkbox"/>	6 Months	<input type="checkbox"/>	12 Months

1 = Unsatisfactory, 2 = Needs Improvement, 3 = Meets Expectations				
Performance Category	1	2	3	Comments, specific examples or observations to support rating
<u>Educational Programming</u> 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.				
<u>Accountability/Public Relations</u> 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.				

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<u>Facilitation/Collaboration/Teamwork</u> 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.				
<u>Professional Standards, Customer Service, Organizational Improvement</u> The employee models and promotes excellent customer service to all internal and external constituents. Employee appropriately seeks and applies professional development training.				
Organizational Support The 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 meeting 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