

V. General Duties and Requirements

- The agent builds and maintains effective relationships with administrators and state staff, using effective two-way communication skills in these relationships to develop personally and improve program effectiveness.
- The agent works as an effective team member by building and maintaining effective relationships with county, area, and state professionals, communicating with county, area, and state teams, and supporting county, area, and state professionals in their efforts.
- The agent works in a manner that builds and maintains a positive attitude in the team, supports organizational efforts, helps the organization adapt to changes, and projects a positive image of the MSU Extension Service to all audiences.
- The agent builds and maintains effective relationships with all targeted audiences, interacting with them (and fellow professionals) in a manner that demonstrates sensitivity to key social issues and public relations issues for the MSU Extension Service and its audiences.
- The agent completes necessary administrative responsibilities in a timely and well organized manner without detracting from ongoing program efforts.

SCORE **1** **2** **3** **4** **5**

Review conference with agent (use additional sheets if necessary).

Signature of agent

Signature of evaluator



Name _____ Social Security _____

Title _____ County/Area _____

Performance Evaluation Instrument

For County-level and Area-level Agents

RECAP OF EVALUATION

For the year ending September 30, _____

I. _____

II. _____

III. _____

IV. _____

V. _____

Total Score _____

Evaluated by _____

District _____ Date _____

I. The Identification and Assessment of Needs

- The agent maintains updated knowledge of the relevant Extension needs of targeted clients.
- The agent identifies and assesses needs on a regular basis throughout the year.
- The agent identifies and updates needs that have long-term implications.
- The agent assesses the local needs to ensure that state high-priority areas are addressed.
- The agent organizes information about county needs in a way as to permit analysis of their significance, relevance, and timeliness.

SCORE **1** **2** **3** **4** **5**

II. Program Planning

- The agent plans realistic methods and activities to meet the needs identified.
- The priorities, levels of effort, and scheduling determined by the agent allow attainment of the goals of programs.
- The agent plans for the use of resource people to supplement programs.
- The agent plans programs for a cross-section of targeted clients, county-wide or within program-defined groups as required by the job assignment.
- The agent coordinates plans with those of the other county Extension agents and, when appropriate, with other professional staff so as to participate in a team effort.

SCORE **1** **2** **3** **4** **5**

III. Program Implementation

- The agent implements programs to address identified needs.
- The agent implements programs that meet statewide needs in accordance with Extension policy.
- The agent adheres to the Plan of Work while accommodating unplanned or unexpected needs.
- The agent regularly cooperates with non-Extension resource people.
- The agent regularly demonstrates proficiency in the use of media to reach audiences as the job assignment requires.
- The agent uses, but keeps a balance between, both group and individual client contacts in teaching and program promotion.
- The agent enhances program efforts by using Extension specialists or other appropriate Extension experts.
- The agent motivates clientele to respond through educational programs.
- The agent exhibits a personal commitment to team efforts involving other Extension professionals.
- The agent maintains a regular program for self-improvement of skills and knowledge.

SCORE **1** **2** **3** **4** **5**

IV. Program Evaluation

- The agent evaluates programs to determine quality of life and economic impact.
- The agent uses client feedback to evaluate programs and activities.
- The agent ties the results of program evaluation techniques into the needs assessment process.
- The agent reviews and evaluates methods and activities and uses the results for making prompt changes to improve programs.
- The agent communicates results in a way that demonstrates the success of Extension programs.

SCORE **1** **2** **3** **4** **5**