

PERFORMANCE IMPROVEMENT COUNTY EXTENSION SECRETARY

NAME: _____

DATE: _____

COUNTY: _____

RATING

- (1) Superior - Accomplishments approach the absolute best.
- (4) Fair - Activity is less than what is expected of a County Extension Secretary.
- (2) Excellent - Accomplishments beyond what is expected of a good County Extension Secretary.
- (5) Poor - Needs immediate improvement.
- (3) Good - Meets job requirements and does what is expected of a County Extension Secretary.

	(1)	(2)	(3)	(4)	(5)
I. SKILLS AND KNOWLEDGE					
II. OFFICE PROCEDURES					
III. ORGANIZATION OF TASKS					
IV. HUMAN RELATIONS					
V. PROFESSIONALISM					

COMMENTS:

Secretary

Date

County Extension Director

Date

District Extension Director

Date

***Signature indicates only that the employee has completed the performance analysis with his/her supervisor(s) and has reviewed this form. It does not necessarily signify agreement.**

WORKSHEET

PERFORMANCE IMPROVEMENT COUNTY EXTENSION SECRETARY

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RATING

- | | |
|--|--|
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|--|--|

I. SKILLS AND KNOWLEDGE	(1)	(2)	(3)	(4)	(5)
1. Grammar					
2. Spelling					
3. Punctuation					
4. Typing					
5. Computer competency					
6. Office machinery usage					
7. Proofreading					
8. Telephone etiquette					

II. OFFICE PROCEDURES	(1)	(2)	(3)	(4)	(5)
1. Completes records & reports accurately.					
2. Maintains a current filing system.					
3. Completes expense accounts accurately.					
4. Operates telephone efficiently.					
5. Handles correspondence appropriately.					
6. Observes office rules, procedures, and hours.					
7. Maintains orderly office environment.					
8. Inventories and orders supplies.					

II. OFFICE PROCEDURES	(1)	(2)	(3)	(4)	(5)
9. Handles mail efficiently.					
10. Relays messages accurately, efficiently and promptly.					

III. ORGANIZATION OF TASKS	(1)	(2)	(3)	(4)	(5)
1. Plans and prioritizes duties.					
2. Manages and delegates clerical duties when applicable.					
3. Takes initiative.					
4. Assists Agents in adhering to due dates.					

IV. HUMAN RELATIONS	(1)	(2)	(3)	(4)	(5)
1. Ensures that clients get prompt and professional attention.					
2. Maintains effective working relationship with: Other staff members Supervisors The public					
3. Creates positive work environment.					
4. Handles pressure in a positive manner.					

V. PROFESSIONALISM	(1)	(2)	(3)	(4)	(5)
1. Displays desirable professional image and standards for others to follow.					
2. Follows through on commitments or projects.					
3. Shows enthusiasm for job.					
4. Works to resolve conflict constructively.					
5. Responsive to guidance.					
6. Maintains confidentiality.					
7. Dependable.					
8. Adheres to all EEO/CR/AA guidelines.					

COMMENTS:
