

**PERFORMANCE IMPROVEMENT
COUNTY EXTENSION PROGRAM ASSISTANT**

NAME: _____ DATE: _____

COUNTY: _____

RATING

EXCEEDED (E): Results achieved EXCEEDED the requirements of the job.

FULLY MET (FM): Results achieved MET the full requirements of the job. This level is considered "expected performance."

PARTIALLY MET (PM): Results achieved MET the requirements of the job. Most job duties are performed in a competent manner, but there is room for improvement.

DID NOT MEET (DNM): Results achieved DID NOT MEET the requirements of the job. Needs immediate improvement.

	E	FM	PM	DNM
1. Demonstrates knowledge of job responsibilities, policies and procedures as provided by supervisor. (Discipline, safety, etc.)				
2. Understands and follows EEO/CR/AA policies and procedures.				
3. Responds to oral and written instructions.				
4. Assumes responsibility for making decisions, when necessary.				
5. Plans and organizes satisfactory work for effective completion, on time.				
6. Maintains an efficient, organized work environment.				
7. Maintains good work habits. (Is dependable, has good attendance record and adheres to work schedule.)				
8. Communicates effectively within office/department unit.				
9. Provides appropriate and prompt service to clients/general public.				
10. Keeps supervisor and co-workers informed of work schedule, progress and problems.				

	E	FM	PM	DNM
11. Assures proper use of supplies, equipment and facilities as per office procedure.				
12. Projects appropriate appearance and behavior for audience and work situation.				
13. Shows willingness to participate in additional needed training.				
14. Completes adequate reports and follow-up in a timely, efficient manner as directed by the Extension supervisor.				
15. Assists County Extension Agent in program planning and plans and conducts activities for individuals and groups under the direction of the Extension supervisor.				
16. Works cooperatively with co-workers and school and community groups.				
17. Recruits and utilizes volunteers under the direction of the Extension supervisor.				
18. Assists in providing program opportunities for clients and special needs.				

COMMENTS:

County Extension Program Assistant:

Supervisor:

ACCOMPLISHMENTS IN REVIEW PERIOD

GOALS FOR THE COMING YEAR

<hr/> Program Assistant	<hr/> Date
<hr/> Extension Supervisor	<hr/> Date
<hr/> County Extension Director	<hr/> Date
<hr/> District Extension Director	<hr/> 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.