

PERFORMANCE IMPROVEMENT EFNEP PROGRAM ASSISTANT

NAME: _____ **DATE:** _____

COUNTY: _____

RATING

- (1) Accomplishments approach the absolute best; activity can be defined that is superior.
- (2) Accomplishments beyond what is expected of a good EFNEP Program Assistant; activity can be defined that is beyond ordinary.
- (3) Meets job requirements and does what is expected of a good EFNEP Program Assistant.
- (4) Activity is less than what is expected of a good EFNEP Program Assistant.
- (5) Needs immediate improvement.

PROGRAM PERFORMANCE

	(1)	(2)	(3)	(4)	(5)
ADULT					
1. Recruits and maintains a caseload of homemakers which is defined individually based on:					
a) number of groups					
b) frequency of teaching sessions (goal: 3-4 visits/month)					
c) length of teaching session.					
2. Graduates 50% of families within a period of 6-8 months or less. Excellent = 76-100% Good = 51-75% Average = 50% Below Average = 49-26% Poor = 0-25%					
3. Demonstrates adequate understanding of subject matter and gives accurate information.					
4. Uses optional lessons effectively (e.g. food preservation, eating right for two, etc.)					
5. Shows progress in enrolling families to reflect racial percentages of targeted communities.					

	(1)	(2)	(3)	(4)	(5)
6. Results of Teaching: A. % of families improving diets: 76-100% =Excellent 75-61% =Good 50-60% =Standard 49-30% =Below Standard Below 29% =Poor					
B. % of families improving diet related behaviors: 76-100% =Excellent 75-61% =Good 50-60% =Standard 49-30% =Below Standard Below 29% =Poor					
7. Individualizes, organizes and follows lesson plan using suitable teaching techniques and visuals. Actively involves homemaker in learning (as observed in 3 observation teaching visits per year.)					
8. Asks for feedback and input from clients for communicating audience needs to appropriate agent(s).					
YOUTH					
1. Shows progress in identifying and involving youth in EFNEP activities: (indicate what's being done with each) A. Preschool: B. 4-H: C. TAMS: D. Other Youth:					
2. Number of groups organized:					
3. Frequency of groups meetings:					
VOLUNTEERS					
1. Identifies and uses volunteers Support Leadership Both					

	(1)	(2)	(3)	(4)	(5)
2. Provides training and/or orientation for volunteers leaders as needed for their volunteer role.					
3. Recognizes volunteers for their efforts.					
WORK HABITS					
1. Organizes work and uses effective teaching tools (e.g. recipes, demonstrations, etc.) in work with: Adults (homemakers) Youth (4-H age) TAMS Preschoolers Groups					
2. Uses program incentives (state or county initiated) to motivate homemakers and youth to remain in the program until completion (e.g., star stickers, perfect attendance system).					
3. Uses office time effectively to plan and prepare for the day's work.					
4. Observes standard office hours, policy and use of leave and travel.					
5. Works well under stress and performs necessary duties.					
6. Takes initiative in performing needed job requirements.					
7. Presents a professional image of Extension EFNEP.					
8. Keeps and maintains up-to-date records and files on clients.					
9. Keeps program information confidential.					
10. Records and reports submitted on time, usually accurate and complete.					
11. Shows competence in using program tools (e.g. survey, progress record, planning records, family records).					
RELATIONSHIP WITH OTHERS					
1. Refers clientele needs other than food & nutrition (e.g. families, youth, preschoolers, etc.) to appropriate others (county staff or resources).					
2. Works well with clientele, co-workers, and supervisors.					
3. Responsive to supervision.					
4. Recruits clientele from other agencies (e.g. food stamps, WIC, Head Start, Chapter I, DFACS, etc.)					

ACCOMPLISHMENTS IN REVIEW PERIOD:

GOALS FOR THE COMING YEAR:

EFNEP Program Assistant	Date
Extension Supervisor	Date
County Extension Coordinator	Date
District Extension Head	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.

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AN EQUAL OPPORTUNITY EMPLOYER

Gale A. Buchanan, Dean and Director