

Extension Program Specialist Performance Review

Name: _____ PIN: _____ Date: _____

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not meet Expectations	N/A
A. PROGRAM DEVELOPMENT AND IMPLEMENTATION						
Plans, develops and implements Extension programs that meet the needs of clientele.						
Develops and distributes research-based educational materials (printed and/or electronic)						
Participates in Extension planning activities as requested.						
Works effectively with County Extension Agents, Program Area Committee members, and volunteers in effectively using Extension's program development process.						
Develops and effectively utilizes volunteers in program development and implementation.						

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations	N/A
Demonstrates the ability to communicate research-based information using various strategies (face-to-face, social media, websites, online, newsletters, news articles, technical fact sheets, etc.)						
Regularly evaluates programs for impact and makes appropriate adjustments in program development and implementation.						
COMMENTS:						

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations	N/A
B. OUTCOMES OF PROGRAMS						
Uses relevant evaluation strategies to document the outcomes of and impacts of Extension programming efforts at the County, Regional, and/or State levels.						
Interprets and disseminates the results of Extension program efforts in appropriate outlets						
COMMENTS:						
C. FACULTY/STAFF TRAINING AND ASSISTANCE						
Trains Extension personnel (including Agents and volunteers) to use appropriate educational methods and techniques for communicating with specific audiences.						

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations	N/A
D. SUPPORT OF EXTENSION ACTIVITIES						
Demonstrates the ability to identify, secure, and maintain resource support for educational programs (includes in-kind and financial).						
COMMENTS:						
E. COORDINATION AND COOPERATION						
Exhibits effective unit teamwork with colleagues, including Agents, across the organization.						
Builds and fosters productive cooperative relationships with external groups and colleagues across the region, state and/or nation as appropriate.						
COMMENTS:						

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations	N/A
F. PROFESSIONALISM AND SERVICE						
Remains current with skills, technology, educational delivery methods and subject matter expertise						
Is engaged and active in professional organizations (e.g. Presentations at professional meetings, publications in appropriate outlets).						
COMMENTS:						
G. ADDITIONAL RESPONSIBILITIES						
COMMENTS:						

	Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations	N/A
SUMMARY OF OVERALL PERFORMANCE						

	YES	NO	Not Applicable
DOES PROGRESS TOWARDS PROMOTION TO THE NEXT LEVEL (RE: EXTENSION PROGRAM SPECIALIST II, III, OR SENIOR EXTENSION PROGRAM SPECIALISTS) APPEAR TO BE SATISFACTORY AT THIS TIME?			
COMMENTS:			

GOALS AND OBJECTIVES FOR NEXT YEAR

Signature of Employee: _____ **Date:** _____

Signature of Supervisor: _____ **Date:** _____

Signature of Unit Leader/Administrator: _____ **Date:** _____