

# Periodic Progress Review

Name/Title		
County/Area		
3 Months	6 Months	12 Months

<b>1 = Unsatisfactory, 2 = Needs Improvement, 3 = Meets Expectations</b>				
<b>Performance Category</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>Comments, specific examples or observations to support rating</b>
<p><u><b>Leadership</b></u></p> <p><b>Working Relationship with Leaders</b> The employee develops an effective working relationship with volunteer leaders.</p>				
<p><b>Adaptability</b> The employee shows the ability to adapt to the physical and mental requirements of the job, has gained a knowledge of the county &amp; leadership base, and fits into the new situations and relationships.</p>				
<p><u><b>Extension Councils</b></u></p> <p><b>Advisory Groups</b> The employee builds, develops, maintains, &amp; involves clientele advisory groups, i.e. councils, boards, committees.</p>				
<p><u><b>Educational Programming</b></u></p> <p><b>Program Development Skills</b> The employee shows adequate skills in the programming process of planning, implementation, &amp; evaluation to reach diverse audiences.</p>				
<p><b>Communication/Presentation Skills</b> The employee demonstrates the ability to present orally and in writing, ideas, information, &amp; programs clearly, concisely, &amp; in a well-organized manner.</p>				
<p><b>Productivity/Program Growth</b> The employee shows sufficient quality &amp; quantity results in carrying out assigned job responsibilities &amp; continues to show program growth &amp; improvement on a consistent basis.</p>				
<p><u><b>Accountability/Public Relations</b></u></p> <p><b>Work Habits</b> The employee demonstrates adequate punctuality, office procedures, time management, initiative, energy, &amp; desire to effectively carry out job assignments and presents a positive image.</p>				
<p><b>Organizational Support</b> The employee supports the mission and philosophy of the Cooperative Extension Service, College of Agriculture, Food &amp; Environment, &amp; University of Kentucky.</p>				

Performance Category	1	2	3	Comments, specific examples or observations to support rating
<b>Reporting</b> The employee reports accurately & effectively program accomplishments in a timely manner.				
<u><b>Facilitation/Collaboration/Teamwork</b></u> <b>Coalition Building</b> The employee develops an effective working relationship with agencies, building coalitions & networking in the design & delivery of programs.				
<b>Judgment</b> The employee demonstrates the ability to compare alternatives, evaluate the facts, & decide on a proper course of action.				
<b>Team Player</b> The employee is a team player, demonstrates a positive working rapport with co-workers, & has the ability to work congenially & effectively with others.				
<b>Professionalism</b> The employee models the image, attitude, appearance, actions, & development of a professional.				
<u><b>Customer Service</b></u> <b>Technical Competence</b> The employee has the knowledge needed to perform the functions of the job & the ability to apply this knowledge to the performance of the job.				

**Overall Evaluation**

Based on the employee's performance to date, & considering the length of employment & management expectations for the employee at this point in their career, the following performance category accurately reflects the employee's career status.

<input type="checkbox"/>	<b>Meets Expectations:</b> The employee is learning & improving at a satisfactory rate in most areas.
<input type="checkbox"/>	<b>Needs Improvement:</b> The employee is progressing, but needs improvement in some areas.
<input type="checkbox"/>	<b>Unsatisfactory:</b> The employee is not meeting minimum expectations in critical areas.

**Recommended action:**

**Another review is scheduled for:**

**Additional comments:**

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Email

\_\_\_\_\_  
Area Extension Director's Signature

\_\_\_\_\_  
Date