

Employee Name: _____

County: _____

Nutrition Education Program: EFNEP _____ FSNE _____

Employment Date: _____

Assigned Hours/Week: _____

Performance Appraisal for the Period of: July 1, _____ thru June 30, _____

Performance Levels	Total score falls into the range
5 Outstanding <ul style="list-style-type: none"> • clearly and consistently exceeds the job standards • contributes to organization's success well beyond expectations • contributes unique, innovative and workable solutions to projects and/or problems • exceptional performance and effort are the employee's norm 	194-215
4 Exceeds Expectations above minimum standards..... <ul style="list-style-type: none"> • consistently achieves the results expected • results are timely and accurate and are produced with minimum supervision • employee recognizes and adjusts well to change in work situations and assignments • competent performance with minimal guidance 	151-193
3 Meets Expectations..... <ul style="list-style-type: none"> • meets minimum standards required for the job • consistently achieves the minimum standards set for job goals and objectives • performance meets results expected 	108-150
2 Needs Improvement..... <ul style="list-style-type: none"> • performance does not consistently meet minimum standards • performance needs improvement in areas of consistent weakness • employee requires guidance and supervision to meet expectations 	64-107
1 Unacceptable..... <ul style="list-style-type: none"> • consistently fails to meet results expected • performance is unsatisfactory • fails to follow directions and improve performance • corrective action must be taken and monitored • if employee fails to improve, disciplinary action may be recommended 	0-63

Section I: Quality of Accomplishments (25 points)

(Use this scale to rate Section 1, 2, and 3)

5 = Consistently Exceeded Job Standards and/or Performed Assignments in Addition to Regular Essential Functions 4 = Occasionally Exceeded Job Standards 3 = Met Job Standards 2 = Sometimes Met Job Standards 1 = Rarely Met Job Standards
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5 4 3 2 1 0

1. **Planning:** In cooperation with NEP Guidelines and supervising agent, develops a program that is appropriate for those involved
 - Goals are established and attainable.
 - Appropriate activities are identified.
 - Gives proper consideration and takes action to reach people regardless of race, color, age, sex, religion, disability or national origin.

2. **Programs:** Arranges for appropriate activities and related tasks that provide desirable learning experiences.....
 - Programs are relevant to attaining goals of the Nutrition Education Programs and the Cooperative Extension Service.
 - Programs are of interest to clientele
 - Works with community resources/agencies to meet the needs of clients.

3. **Encouragement:** Maintains an enthusiastic relationship with clientele.....
 - Keeps clientele interested.
 - Encourages and receives high level of program completion.
 - Works well with audience.

4. **Teaching Techniques:** Has a good knowledge of subject matter and relates to client's needs.....
 - Bases curriculum lessons on needs identified by the Family Record, Food Recall and Behavior Survey.
 - Individualizes, organizes and follows lesson plan using suitable teaching techniques, visuals and actively involves client in learning.
 - Evaluates programs to improve teaching skills and techniques.

5. **Productivity:** Exhibits organizational skills in managing time and responsibilities.....
 - Takes initiative in development and adoption of new ideas.
 - Follows through on completion of programs and tasks.
 - Keeps agent informed of programs and activities.

Comments:

Total for Section I: _____

Section II: Organizational Skills, Performance Skills and Abilities that Contribute to Quality and Quantity of Accomplishments (15 Points)

(Use this scale to rate Section 1, 2, and 3)

- 5 = Consistently Exceeded Job Standards and/or Performed Assignments in Addition to Regular Essential Functions
- 4 = Occasionally Exceeded Job Standards
- 3 = Met Job Standards
- 2 = Sometimes Met Job Standards
- 1 = Rarely Met Job Standards

5 4 3 2 1 0

- 1. **Accountability:** Is proficient in providing accountability materials.....
 - Records and reports are submitted on time and accurate.
 - Records and reports are kept up to date and complete.
 - Keeps client information confidential.

- 2. **Communication:** Possesses and uses desirable communication skills.....
 - Contributes to a desirable work and learning atmosphere.
 - Keeps supervising agent informed of concerns, accomplishments and developments.
 - Provides supervising agent with weekly work schedule; keeps agent informed of changes in schedule.

- 3. **Resources:** Secures needed resources to carry out programs.....
 - Uses only approved resources and lesson materials to teach.
 - Secures desirable meeting places and facilities for programs.
 - Utilizes volunteers effectively.

Comments:

Total for Section II: _____

Section III: Attitude, Interest and Work Habits that Contribute to Quality and Quantity of Accomplishments (25 Points)

(Use this scale to rate Section 1, 2, and 3)

- 5 = Consistently Exceeded Job Standards and/or Performed Assignments in Addition to Regular Essential Functions
- 4 = Occasionally Exceeded Job Standards
- 3 = Met Job Standards
- 2 = Sometimes Met Job Standards
- 1 = Rarely Met Job Standards

5 4 3 2 1 0

1. **Initiative:** Shows initiative in performance of responsibilities.....
 - Exhibits leadership.
 - Is enthusiastic about doing work.
 - Responds to making needed changes.

2. **Commitment:** Exhibits commitment to the job.....
 - Works as a team member.
 - Reliable, carries through on commitments.
 - Contributes to a friendly, efficient office atmosphere.
 - Builds and maintains effective partnerships with other Extension programs and community agencies.

3. **Image:** Presents a positive, desirable image to the NEP Program and the Cooperative Extension Service.....
 - Understands and expresses a positive attitude toward program mission.
 - Encourages participation in the program.
 - Always neat and appropriately dressed for the situation.

4. **Personal Skills:**
 - Remains calm in problem or pressure situations and makes appropriate decisions.
 - Keeps non-work related activities to a minimum while on the job.
 - Is punctual in reporting to work and in returning from break/and or lunch.
 - Requests all absences from work through a supervising agent.
 - Uses time and travel resources wisely.

5. **Job Skills:** Has skills necessary to complete assigned tasks.....
 - Keeps up-to-date on job skills by participating in in-service trainings.
 - Has working knowledge of tools, equipment, programs and technology necessary for completion of tasks and responsibilities.
 - Works independently with confidence
 - Attends all required in-service training.
 - Active in the training and teaching of other Nutrition Program Assistants.

Comments:

Total for Section III: _____

Section IV: Quantity of Accomplishments Resulting from Performance (140 points)

Tools to evaluate section IV:

- Paraprofessional Objectives/Goals for the Year Worksheet
(based on the Minimum Performance Standards)
- NEERS Year End Report
 - Behavior Checklist Summary Report (Page 3)
 - Diet Summary Report I, Section A

**This section has double the weight for each Objective.
Score by giving each objective a score of 1-5. Then DOUBLE that number for the final section score.**

1. Enrollment: Enrolls adults and youth from target audience into the program.

Scale for Objective 1, 2, 4, 5 and 6

5 = Exceeds goal.
 4 = Meets goal set beyond minimum standard.
 3 = Meets minimum standard set for goal.
 2 = Meets 50% of minimum.
 1 = Meets less than 50% minimum.

	5	4	3	2	1	0
• <u>Objective 1</u> : Meets adult enrolled groups per month.....						
• <u>Objective 2</u> : Maintains targeted number of youth groups per year.....						
• <u>Objective 4</u> : Maintains targeted enrolled adults per month.....						
• <u>Objective 5</u> : Enrolls new adults each month						
• <u>Objective 6</u> : Graduates targeted number of adults per month.....						

1. Enrollment

Subtotal for Section IV: _____ x 2 = _____

Section IV: Quantity of Accomplishments Resulting from Performance (140 points) ~ continued

2. Learning Experiences: Involves program families and youth in meaningful learning experiences.

Scale for Objective 7, 8, 9, 10 and 11

<p>5 = 81-100% 4 = 61-80% 3 = 41-60% 2 = 21-40% 1 = 20% or less</p>
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5 4 3 2 1 0

- Objective 7: Food group improvement met in 12 months or less.....
 % of graduates that demonstrate a positive change in any food group.
 Diet Summary Report I, Section A, # 6.

- Objective 8: Food pattern improvement met in 12 months or less.....
 % of graduates that demonstrate improvement in recommended food pattern.
 Diet Summary Report I, Section A, # 7.

- Objective 9: Food safety improvement met in 12 months or less.....
 % of graduates that demonstrate improvement in food safety behaviors
 Behavior Checklist Summary Report, (Page 3) average # 5 and 6 % improvement.

- Objective 10: Resource management improvement
 met in 12 months or less
 % of graduates that demonstrate improvement in Resource Management.
 Average of Behavior Checklist Summary # 1, 2, 3 and 4. (Page 3)

- Objective 11: Diet Quality/Nutrition Improvement
 met 12 months or less
 % of graduates that demonstrate improvement in diet quality/nutrition
 Average of Behavior Checklist Summary # 7, 8, 9 and 10. (Page 3)
 *(Food Stamp Assistants—average 7, 8, and 9 – omit question 10)

2. Learning Experience

Subtotal for Section IV: _____ x 2 = _____

3. Public Relations: Advances public relations for the NEP and Extension Program.

Scale for Objective 3

5 = Keeps in close contact and up to date on community resources, makes and receives referrals, consults with supervising agent as necessary.
4 = Works well with agencies, gives and receives referrals.
3 = Meets target goal for objective.
2 = Makes attempts to refer clients and get referrals.
1 = Does not attempt to get referrals from other agencies.

5 4 3 2 1 0

- Objective 3: Works with community resources, makes and receives referrals.....

Scale for Objective 12

5 = Exceeds target goal for volunteer utilization, trains volunteers for specific tasks and recognizes their accomplishments.
4 = Exceeds target goal set for volunteer utilization.
3 = Meets target goal set for volunteer utilization.
2 = Meets less than 50% of minimum standard.
1 = Does not attempt to utilize volunteers.

5 4 3 2 1 0

- Objective 12: Recruits and utilizes volunteers.....

(continued)

Section IV: Quantity of Accomplishments Resulting from Performance (140 points) ~ continued

Public Relations continued...

Scale for Objective 13

5 = Exceeds goal for this objective. (success story was featured in a publication, training session, or won an award)
 4 = Exceeds goal for this objective (i.e. news article, newsletter story, or submitted for an award).
 3 = Reached minimum standard for this objective.
 2 = Does not reach minimum standard.
 1 = Does not have a successful program.

5 4 3 2 1 0

- Objective 13: Contributes success stories.....

Scale for Objective 14

5 = Exceeds goal set for public relations promotion and performed additional assignments beyond goals set.
 4 = Exceeds goal for public relation promotions.
 3 = Meets minimum standard set for this objective.
 2 = Meets less than 50% of the minimum standard for objective.
 1 = Does not attempt to market NEP programs.

5 4 3 2 1 0

- Objective 14: Conducts NEP Public relations promotions.....

3. Public Relations
Subtotal for Section IV: _____ x 2 = _____

Section IV Totals
 1. Enrollment _____
 2. Learning Experience _____
 3. Public Relations _____

Total for Section IV _____

Section V: Goals Achieved/Year End Assessment

5 Points each

Total 10 Points

List below specific employee goals which were established for the year and how the goals were achieved. Goals and Objective Worksheet #16.

1. Goal: (5 Points)

How goal was achieved:

2. Goal: (5 Points)

How goal was achieved:

Comments:

Total for Section V:_____

Section VI: Rating/Performance Summary

To be completed by supervisor

Overall Rating/Score

Section I _____

Section II _____

Section III _____

Section IV _____

Section V _____

TOTAL_____

Describe outstanding services or functions performed by this employee during the year:

Areas in this employee's performance which need improvement are:

Employee signature certifies only that employee and supervisor participated in the performance review. This form will become a part of the employee's personnel file.

Employee

Date

Supervisor

Date

District Director

Date

Education programs of the Kentucky Cooperative Extension serve all people regardless of race, color, age, sex, religion, disability, or national origin.