



Performance Appraisal Form

Nutrition Education Program Assistants

Employee Name:

County:

District Number:

Nutrition Education Program: EFNEP:

SNAP-Ed:

Employment Date:

Assigned Hours/Week:

Performance Appraisal for the Period of: October 1, thru September 30,

EVALUATION SECTIONS AND WEIGHTS

- (15%) A: ENROLLMENT _____
- (25%) B: GRADUATION RATE _____
- (25%) C: BEHAVIOR CHANGE _____
- (15%) D: PERFORMANCE STANDARDS _____
- (10%) E: EDUCATION PROGRAMS _____
- (5%) F: PROFESSIONALISM _____
- (5%) G. PROFESSIONAL DEVELOPMENT GOALS _____

TOTAL: _____

*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

Select rating of 1 to 4 for each objective below:

Section A: Enrollment

Enrolls adults and youth from target audience into the program.
(Info from goals & objectives worksheet).

4 = Exceeded minimum standard
3 = Met minimum standard
2 = Met 50% or more of the minimum standard
1 = Met less than 50% of the minimum standard

Objective 1: Met required number of adult enrolled groups per month

Objective 2: Met required number of enrolled youth groups per year

Total Score for Section A:

Section B: Graduation Rate

4 = Exceeded minimum standard
3 = Met minimum standard
2 = Met 50% or more of the minimum standard
1 = Met less than 50% of the minimum standard

Objective 5: Graduated the targeted number of adults per year

Total Score for Section B:

Section C: Behavior Change

Objective 6: Food group improvement met in % of graduates that demonstrated a positive change in any food group. Diet Summary Report I, Section A, #9.

Objective 7: Food safety improvement met in % of graduates that demonstrated improvement in food safety behaviors Behavior Checklist Summary Report, (Section II) average #5 and 6% improvement.

Objective 8: Resource management improvement met in % of graduates that demonstrated improvement in Resource Management Average of Behavior Checklist Summary Report, (Section II) #1, 2, 3 and 4

Objective 9: Diet Quality/Nutrition Improvement met in % of graduates that demonstrated improvement in diet quality/nutrition Average of Behavior Checklist Summary, (Section II) #7, 8, and 9

Total Score for Section C:

Select rating of 1 to 4 for each section below:

Section D: Performance Standards

Scale for Objective 10

- 4 = Recruited 30 or more volunteers
- 3 = Recruited 25-29 volunteers
- 2 = Recruited 13-24 volunteers
- 1 = Recruited 12 or less volunteers

Objective 10: Recruited and utilized 25 volunteers

Scale for Objective 11

- 4 = Exceeded goal
- 3 = Met goal
- 2 = 50% of goal (1 success story)
- 1 = Did not submit a written success story

Objective 11: Contributed two (2) success stories

Scale for Objective 12

- 4 = Exceeded goal
- 3 = Met goal of 4
- 2 = Conducted 2 or 3
- 1 = Conducted fewer than 2

Objective 12: Conducted four (4) NEP Public Relations promotions

Scale for Objective 13

- 4 = Attended & participated in ALL NEP training
- 3 = Usually attended all NEP trainings & used alternatives to learn missed lessons and/or materials.
- 2 = Usually attended NEP trainings & did not acquire training from missed sessions.
- 1 = Did not attend trainings & did not make up trainings

Objective 13: Attended all required in-service training

Total Score for Section D:

Choose 1- 4 for each section below:

4 = Always met job standards
3 = Usually met standards
2 = Occasionally met standards
1 = Unacceptable

Section E: Education Programs

1. Planning:

- In cooperation with NEP Guidelines and supervising agent, developed a program that was appropriate for those involved.
- Goals were established and attainable
- Appropriate activities were identified
- Gave proper consideration and took action to reach people regardless of race, color, age, sex, religion, disability or national origin

2. Programs:

- Arranged for appropriate activities and related tasks that provided desirable learning experiences.
- Programs were relevant to attaining goals of the Nutrition Education Programs and the Cooperative Extension Service.
- Programs were of interest to clientele.
- Worked with community resources/agencies to meet the needs of clients.

3. Teaching Techniques:

- Had a good knowledge of subject matter and related to client needs
- Based curriculum lessons on needs identified by the Family Record, Food Recall and Behavior Survey.
- Individualized, organized and followed lesson plans using suitable teaching techniques and visual aids while actively involving the client in the lesson.
- Evaluated programs to improve teaching skill and techniques.

4. Productivity:

- Exhibited organizational skills; in managing time and responsibilities.
- Took initiative in development and adoption of new ideas.
- Followed through on completion of programs and tasks.
- Kept agent informed of programs and activities.

5. Procedures:

- Remained calm in problem or pressure situations and made appropriate decisions
- Was punctual in reporting to work and in returning from break and/or lunch
- Requested all absences from work through a supervising agent
- Used time and travel resources wisely

Select rating of 1 to 4 for each section below:

Section E: Education Programs (cont'd)

4 = Always met job standards
3 = Usually met standards
2 = Occasionally met standards
1 = Unacceptable

6. Accountability:

- Was proficient in providing accountable materials
- Records and reports were submitted on time and accurate
- Records and reports were kept up to date and complete
- Kept client information confidential

7. Communication:

- Demonstrated desirable communication skills
- Contributed to a desirable work and learning atmosphere
- Kept supervising agent informed of concerns, accomplishment and developments
- Provided supervising agent with weekly work schedule; kept agent informed of changes in schedule

8. Resources:

- Secured needed resources to carry out programs
- Used only approved resources and lesson materials to teach
- Secured desirable meeting places and facilities for programs

Comments:

Total Score for Section E:

Select rating of 1 to 4 for each section below:

4 = Always met job standards
3 = Usually met standards
2 = Occasionally met standards
1 = Unacceptable

Section F: Professional Development

1. Commitment:

- Exhibited commitment to the job
- Worked as a team member
- Reliable, carried through on commitments
- Contributed to a friendly, efficient office atmosphere
- Built and maintained effective partnerships with other Extension programs and community agencies

2. Image:

- Presented a positive, desirable image to the NEP Program and the Cooperative Extension Service
- Demonstrated a positive attitude toward program mission
- Neat and appropriately dressed

3. Job Skills:

- Demonstrated skills necessary to complete assigned tasks
- Demonstrated working knowledge of tools, equipment, programs and technology necessary for completion of tasks and responsibilities
- Worked independently with confidence

Comments:

Total Score for Section F:

Section G: Professional Development Goals

4 = Achieved goal & utilized in programming
3 = Completed goal
2 = Attempted goal
1 = Set a goal

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

Setting and obtaining each goal is worth 4 points for a total of 8 possible in this section.

1. Goal: (4 points)

How goal was achieved and utilized to benefit programming:

2: Goal: (4 points)

How goal was achieved and utilized to benefit programming:

Comments:

Total for Section G:

Performance Levels

Total Score Range

4. Exceeded minimum standards

90 - 100

- Consistently exceeded the minimum NEP standards
- Reports were consistently accurate and submitted on time
- Minimal supervision/assistance was needed
- Adjusted quickly to change in work situations and assignments

3. Met expectations

75 - 89

- Consistently achieved the minimum NEP standards
- Reports were usually accurate and submitted on time
- Little supervision/assistance was needed
- Adjusted well to change in work situations and assignments

2. Needs improvement

50 - 74

- Usually met the minimum NEP standards
- Frequently reports were late and/or needed to be corrected
- Required some guidance and/or supervision to meet expectations
- Did not adjust to recommended change in work situations and/or assignments
- Professional Improvement Plan(PIP) must be completed

1. Unacceptable

Below 50

- Did not meet the minimum NEP standards
- Performance was unsatisfactory
- Failed to follow directions and improve performance
- Did not meet the corrective action plan requirements