

Employee Name: _____

Social Security #: _____

Job Title: _____

County: _____

Employment Date: _____

Assigned Hours/Week: _____

Performance Appraisal for the Period of: _____

Performance Level: _____

Performance Levels

Use the following descriptions to rate job responsibilities and performance factors.

*Total score
falls into
the range:*

4 Exceeds Expectations **126-160**

- clearly and consistently exceeds the results expected
- 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

3 Meets Expectations **91-125**

- consistently achieves the results expected
- results are timely and accurate and are produced with minimum supervision
- employee recognized and adjusts well to changes in work situations and assignments
- solid, fully competent performance is the employee's norm

2 Needs Improvement **56-90**

- performance does not consistently meet results expected
- performance needs improvement in areas of consistent weakness
- employee requires guidance and supervision to meet expectations

1 Unsatisfactory **1-55**

- 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

Employee Name: _____ Social Security #: _____

1 = Unsatisfactory 2 = Needs Improvement 3 = Meets Expectations 4 = Exceeds Expectations

Section I. Personnel Performance Standards (140 Points)

	1	2	3	4
Job Skills and Knowledge				
1 Exhibits accuracy in keyboarding and computer skills.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Customer contacts are promptly and courteously handled (face to face, office visits, e-mail and fax).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Customer telephone contacts are courteously and promptly handled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Exhibits organizational skills in managing time and office responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Exhibits correct filing skills and effectively uses county hard copy and electronic filing system.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Exhibits ability to manage office supplies, and publications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Completed assignments are professional in appearance and recommended "Extension Marketing Manual" guidelines are utilized.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Maintains an organized desk, reception, and work area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Exhibits an understanding of and the ability to complete University of Kentucky forms correctly; (i.e., expense vouchers, travel vouchers, time sheets and travel requests) using the internal web-site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Has working knowledge of tools, equipment, and technology that are necessary for completion of assigned tasks.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Has knowledge of and utilizes current computer software recommended by College of Agriculture Data Center.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Exhibits a working knowledge of the philosophy and objectives of the Cooperative Extension Service as stated in the policy Extension Manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Handles monies, receipts, deposits and ledgers correctly, according to CES Office and Operations Manual.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Subtotal for "Job Skills and Knowledge": _____

	1	2	3	4
Productivity				
1 Completes assigned tasks within designated time frame.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Takes initiative in seeking and completing tasks without close supervision and frequent reminders.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Completes assigned tasks accurately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Subtotal for "Productivity": _____

	1	2	3	4
Responsibility				
1 Uses discretion with confidential material/matters; (i.e., reports, salaries, ratings, personal or internal office information).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Follows directions of the professional staff.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Knowledgeable of the county programs, agents, and other staff members' schedules.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Subtotal for "Responsibility": _____

Employee Name: _____ Social Security #: _____

1 = Unsatisfactory 2 = Needs Improvement 3 = Meets Expectations 4 = Exceeds Expectations

Section I. Personnel Performance Standards (continued)

	1	2	3	4
Attendance				
1 Is punctual in reporting to work and maintaining regular work hours according to UK Staff Handbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Is punctual in returning from break and/or lunch.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Requests all absences from work through a supervising agent, according to UK Staff Handbook.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Subtotal for "Attendance": _____

	1	2	3	4
Personal and Interpersonal Skills				
1 Work attire is neat and appropriate for office work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2 Exhibits enthusiastic and positive attitude toward job responsibilities.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3 Remains calm in problem or pressure situations and makes appropriate decisions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4 Accepts change and adapts to a variety of situations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5 Makes independent decisions and seeks advice when needed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6 Is reliable and honors commitments to the job.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7 Cooperates with customers and peers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8 Keeps up to date on job skills by participating in area training meetings, in-service training, and other training methods.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9 Keeps non-work related activities to a minimum (i.e., personal phone calls, visitors, etc.).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Works equally with all agents and all program areas as assigned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Communicates effectively with others, both orally and in writing.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Keeps co-workers and professional staff informed as to what occurred in their absence.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Exhibits willingness to work with all people regardless of race, color, national origin, sex, religion, age or disability.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				Subtotal for "Personal and Interpersonal Skills": _____

Subtotal for Section I: _____

Employee Name: _____ Social Security #: _____

Section II: Goals Achieved/Year End Assessment (20 Points)

To be completed by employee

List below specific employee goals which were established for the year and how the goals were achieved.

<p>Goal:</p> <p>How goal was achieved:</p>

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Comments:

Subtotal for Section II: _____

Employee Name: _____ Social Security #: _____

Section III: Rating/Performance Summary

To be completed by supervisor

Overall Rating

Section I _____
Section II _____
TOTAL _____

Performance Summary

Supervisor to check one

- Exceeds Expectations
- Meets Expectations
- Needs Improvement
- Unsatisfactory

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

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

Review and Approval

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

Area Program Director

Date

Employee Name: _____ Social Security #: _____

Section IV: Goals for the Upcoming Year

To be completed by both supervisor and employee

List below specific employee goals, including projects or training, etc., for the upcoming year and suggested activities to achieve goals.

<p>Goal:</p> <p>Suggested activities to achieve goal:</p>
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<p>Goal:</p> <p>Suggested activities to achieve goal:</p>
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<p>Goal:</p> <p>Suggested activities to achieve goal:</p>
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This form will become part of the employee's personnel file and will be used as a tool for the upcoming Performance Appraisal.

Employee

Date

Supervisor

Date