

Criteria for Excellence in Job Performance

Extension
Field Staff

Objective of the Performance Review Process

- ✓ Build, encourage and promote job understanding and satisfaction.
- ✓ Recognize areas where high performance is consistently at or exceeds expected levels.
- ✓ Provide an opportunity to plan for personal self-development and professional growth.

1. Programs demonstrate impact.

- Uses Logic Model in planning programs.
- Plans evaluation methods during program development process using a variety of appropriate and effective evaluation techniques.
- Uses evaluations to determine programs to be continued, deleted, or added.
- Work is accurate and thorough. Submits timely reports.
- Communicates program impacts.

2. Programs are based on current county, state, and/or national issues and needs.

- Plan of Work focuses on critical issues.
- Develops and implements programs that are responsive to clearly identified needs.
- Programming is based on formal and informal needs assessment and logic model. Considers local, global, and national trends in needs assessment process.
- Balances reactive with practice programming that addresses current and emerging needs.
- Utilizes specialists in the planning and development process.
- Seeks additional resources and grants to develop programs.

3. Programs have been marketed and delivered to the appropriate audience.

- Actively promotes and markets extension programs and results.
- Targets audience to provide timely information; replaces low priority programs with higher priority programs.
- Seeks out and utilizes new and emerging ideas and delivery methods.
- Sensitive to and accommodating of community customs and cultures.
- Accepts and encourages diversity in people and programs. Documents all reasonable effort to achieve parity of participation. Minorities are participating on appropriate committees, boards, and advisory councils.
- Utilizes appropriate media outlets.
- Aware of various learning styles and uses variety of instructional material in accommodating learning differences.

4. Programs are built on the appropriate research base and/or knowledge base.

- Analyzes problems and uses non-biased, research-based information.
- Collaborate with specialists, researchers, and others in program development.

5. Individual networks/collaborate effectively with appropriate agencies and organizations.

- Maintains and fosters productive relationships with other agencies and individuals, which contribute resources and skills in solving problems and delivering educational programs.
- Collaborate with relevant agencies to plan and implement educational programs.
- Presents professional image of the county/unit to the public. Effectively represents extension to key leaders and the general public.

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6. Individual is consistently recognized as all outstanding educator.

- Seeks to enhance professional competencies.
- Learns and successfully uses new and innovative teaching methods.
- Is aware of various learning styles and uses a variety of instructional methods to accommodate learning differences.
- Uses available technology effectively.

7. Individual is widely recognized for subject matter knowledge and program achievement.

- Provides educational programming in subject matter competency area.
- Seeks, applies, and shares subject matter knowledge. Stays current through updates, in-service training, individual study, and other professional development opportunities. Maintains resources for education.
- Shares selected subject matter expertise with clientele and colleagues.
- Presents technical information in concise, understandable, and usable in both verbal and written formats.

8. Individual provides program leadership in the county/unit.

- Full-time agents are to provide leadership for developing and delivering at least one major program in a subject matter competency area.
- Part-time agents are encouraged to give leadership to a major program in a competency area.
- Produces and facilitates production of educational material on a county/unit basis.
- Initiates or provides formal and informal leadership. Seeks input, maintains group, helps define tasks, and finds common ground with colleagues.
- Listens and responds appropriately.
- Communicates clearly and accurately.
- Works with others, seeks opinions, and values and respects working relationships.
- Motivates others toward positive attitude and high performance.

9. Individual effectively recruits, trains, and works cooperatively with volunteers.

- Identifies and recruits qualified volunteers and matches backgrounds with responsibilities.
- Orients and trains volunteers. Helps develop attitudes and skills necessary for effective volunteers.
- Empowers volunteers to operate independently while maintaining relationships and support for volunteer efforts.
- Recognizes and rewards good volunteer performance.

10. Individual effectively manages office and work environment.

- Contributes to efficient and effective management of the county office. Maintains professional office space, equipment and storage.
- Conceptualizes, analyzes and carries out projects effectively.
- Cooperates in management of the county budget. Manages organizational and/or grant funds,
- Works well with other office staff, and ensures adequate communication among staff members, including support staff. Promotes a healthy work environment.
- Demonstrates ethical behavior.
- Supports the mission, vision and values of the organization.

11. Individual pursues personal and professional growth opportunities.

- Seeks opportunities and utilizes a wide variety of resources to grow professionally.
- Fosters personal, professional and educational development.
- Pursues appropriate/required academic work.
- Participates in appropriate professional development opportunities and applies information learned.
- Completes professional development plan and documents professional growth.
- Exhibits positive attitude, image and personal motivation.

Performance review is an ongoing process to enhance extension agent effectiveness. Information and feedback received throughout the year are important components of this process.