

(Completed Program Assistant Example)

PMGS-08-1

Policy and Management Guidelines

Division of Agriculture

January 2008



EMPLOYEE PERFORMANCE EVALUATION FORM

PART I – RATED EMPLOYEE IDENTIFICATION

Table with 3 columns: Name (Last, First, MI), Employee I.D. Number, Institution, Position Title, Grade, Position Number. Example: Doe, Jane; 12; Program Assistant.

PART II – RATER EMPLOYEE IDENTIFICATION

Table with 3 columns: Name of Rater (Last, First, MI), Telephone Number, Position Title. Example: Fanbelt, Lester T.

PART III – REVIEWING OFFICIAL EMPLOYEE IDENTIFICATION

Table with 3 columns: Name of Reviewing Official (Last, First, MI), Telephone Number, Position Title. Example: Smith, Merrill J.

PART IV – PERFORMANCE STANDARDS

Table with 2 columns: Duty Area (Program Delivery), Relative Importance (A, B, C). Example: A is checked.

Standards: Understands and communicates the purpose of the program to participants as measured by supervisor observation and/or evaluation by participants. Uses approved curricula and supporting materials to teach lessons through interactive activities with participants.

Results: Ms. Doe maintains enrollment in the EFNEP program in parity with the racial composition of the community that she is assigned based on a review of current enrollment documentation. She demonstrates working knowledge of the EFNEP program and effectively communicates the purpose of the program to participants as observed by her supervisor in 2007 on February 21, July 16, and September 12.

Comments/Justification (required for rating other than satisfactory):

Exceeds Standard [] Above Average [] Satisfactory [x] Unsatisfactory []

Table with 2 columns: Duty Area (Self Management), Relative Importance (A, B, C). Example: B is checked.

Standards: Uses time and resources constructively so that all tasks are completed by deadlines. Follows instructions and asks for clarification before beginning a task when instructions are unclear.

Results: Ms. Doe always follows instructions, generally needs no clarification, and continues to use her time and resources effectively so that she completes all tasks by deadlines as demonstrated through a random review of work submitted during this review period.

Comments/Justification (required for rating other than satisfactory):

Exceeds Standard [] Above Average [] Satisfactory [x] Unsatisfactory []

(Completed Program Assistant Example)

PMGS-08-1

Policy and Management Guidelines

Division of Agriculture

January 2008



Duty Area: Participant Involvement	Relative Importance: A <input checked="" type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/>
Standards: Records of participants are accurate and submitted by deadline dates. Participants report that they are improving their diets based on food recall behavior checklist and/or participant lab scores. Maintains at least seventy percent of the recommended number of enrolled participants at all times. [or...for 4-H Program Assistant: Has organized the appropriate number of 4-H clubs and recruited more than the minimum number of 4-H volunteers during this review period.] [or...for FSNE Program Assistant: Has increased the nutrition knowledge of seventy percent of participating classroom children as demonstrated by pre- and post-test comparison.]	
Results: Ms. Doe has done an outstanding job as the number of participants maintained the EFNEP program is more than 90%, and at least 95% of the participants have improved their diet as evidenced by their lab scores. Ms. Doe works successfully with all participants, and many participants have commented on her effectiveness, stating that "she is a joy to work with", "she is a great motivator", and "...without her, I would not be where I am today."	
Comments/Justification (required for rating other than satisfactory): As stated in the results, Ms. Doe warrants an above average rating in Participant Involvement as she excels in this area. She has turned this program around by successfully enrolling and retaining more than the expected number participants and by impacting the lives of such a high percentage of participants through their improved diets. During this rating period, 25 participants have sent letters or emails commenting on the quality of her work and, therefore, I believe an Above Average rating is warranted.	
Exceeds Standard <input type="checkbox"/> Above Average <input checked="" type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Duty Area: Teamwork	Relative Importance: A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input type="checkbox"/>
Standards: Regularly makes contact with individuals, agencies, and organizations to obtain referrals and facilitate educational activities. Listens to and respects the ideas of other team members. Positively impacts team by establishing rapport and credibility. Is receptive to supervision, suggestions, and constructive criticism. Pitches in to help coworkers. Shares information, expertise, and resources with others.	
Results: Ms. Doe goes out of her way to pitch in and help coworkers, even without being asked. She takes the initiative to assist when others are absent. She maintains contact with other agencies and organizations so that she can direct clientele, as needed, to other community resources. She is always receptive to suggestions from others on ways to increase enrollment and improve program delivery. She is very respectful to coworkers, listens to and appreciates their ideas, and exhibits a supportive team attitude.	
Comments/Justification (required for rating other than satisfactory):	
Exceeds Standard <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Unsatisfactory <input type="checkbox"/>	
Duty Area: Civil Rights/Diversity Compliance	Relative Importance: A <input type="checkbox"/> B <input checked="" type="checkbox"/> C <input type="checkbox"/>
Standards: Works to assure a harassment-free work environment for employees or clients with no documented complaints of demeaning attitudes or inappropriate behavior based upon ethnicity, race, religion, or gender. Demonstrates respectful interactions with peers and sensitivity to multi-cultural issues with no documented complaints. Is able to locate and understands the institution's non-discrimination policy and objectives. Demonstrates through documentation and observed action a willingness to cooperate and work effectively with diverse coworkers and clients.	
Results: Through observations by her supervisor, it is evident that Ms. Doe is very respectful when interacting with diverse coworkers and clientele on the phone and face-to-face. No complaints have been made by coworkers or clientele regarding her attitude or treatment of others. She is well-liked and respected for her fairness and lack of bias.	
Comments/Justification (required for rating other than satisfactory):	
Exceeds Standard <input type="checkbox"/> Above Average <input type="checkbox"/> Satisfactory <input checked="" type="checkbox"/> Unsatisfactory <input type="checkbox"/>	

(Completed Program Assistant Example)

PMGS-08-1

Policy and Management Guidelines

Division of Agriculture

January 2008



Complete at the beginning of the rating period:

My supervisor and I have established the above duty areas and standards, and I understand my performance during the coming rating period will be measured against them.

Employee's Signature: _____ Date: _____

Rater's Signature: _____ Date: _____

I have reviewed these duty areas and standards and agree that they are appropriate for the position.

Reviewing Official's Signature _____ Date: _____

PART V – OVERALL RATING

Overall Rating: It is understood that an Unsatisfactory in any field above precludes awarding an Exceeds Standard or Above Average rating during this period. **The overall rating received is determined at the discretion of the rating official.**

Exceeds Standard Above Average Satisfactory Unsatisfactory

Rating Period Beginning Date: _____

Rating Period Ending Date: _____

Yes No ***This employee has received a written reprimand or disciplinary notice during this rating period.***

By signing below the supervisor verifies that he/she has consulted with the reviewing official on the justification for any overall rating other than "Satisfactory."

Rater's Signature: _____ Date: _____

By signing below the employee concurs only that the performance evaluation has been conducted. The employee's signature does not indicate that he or she agrees with the evaluation. Comments concerning performance may be submitted on a separate sheet.

Employee's Signature: _____ Date: _____

By signing below the supervisor certifies that the performance evaluation has been completed and forwarded to the reviewing official.

Rater's Signature: _____ Date: _____

Reviewing Official's Signature: _____ Date: _____