



Performance Appraisal
The Expanded Food and Nutrition Education Program
The PA Nutrition Education Program

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THE PENNSYLVANIA STATE UNIVERSITY
COLLEGE OF AGRICULTURAL SCIENCES
COOPERATIVE EXTENSION

Employee Name: _____
Reviewer Name: _____

Period of Review: _____
County/Unit: _____

Please read the "Guidance for Using the EFNEP/PANEP Performance Appraisal" before using this form

Employee Name: _____

Knowledge of Subject Matter

Description: Knowledgeable of program objectives, curriculum, and guidelines. Knowledgeable of basic nutrition, food safety, food preparation, food planning and buying, and menu planning. Participates in subject matter training.

Employee Name: _____

Program Management

Description: Makes effort to recruit appropriate clients that are program eligible for adult, youth and programs; enrolls, completes, and graduates clients that are program eligible; appropriately uses EFNEP/PANEP funds; secures and uses community resources; works with groups as appropriate; recruits, mentors and utilizes volunteers; interacts with agencies and community organizations, is aware of community resources and makes referrals as appropriate; provides volunteer recognition, adheres to affirmative action guidelines, maintains confidentiality; coordinates and assigns appropriate volunteer screening and forwards contracts for appropriate approvals.

*** Examples and recommendations in current EFNEP/PANEP Policy and Procedure Manual.**

Employee Name: _____

Cooperation and Teamwork

Description: Able to work well with others including other NEAs, clients, volunteers, parents, agencies, and extension staff; interacts well with other extension colleagues and extension programs; supports Penn State Cooperative Extension through involvement with other extension programs, reports, events, and recruitment activities; loyal and committed to organization.

*** Examples and recommendations in current EFNEP/PANEP Policy and Procedure Manual**

Employee Name: _____

Professional Attributes

Description: Maintains an image appropriate to situation; actions and behavior are appropriate to the situation; uses sound judgment; reliable; responsive to changes; maintains a positive attitude; appears willing and enthusiastic, demonstrates initiative, acts upon supervisor's suggestions for improving performance; able to work without close supervision.

*** Examples and recommendations in current EFNEP/PANEP Policy and Procedure Manual**

Employee Name: _____

Professional Attributes
-continued-

Description: Maintains an image appropriate to situation; actions and behavior are appropriate to the situation; uses sound judgment; reliable; responsive to changes; maintains a positive attitude; appears willing and enthusiastic, demonstrates initiative, acts upon supervisor's suggestions for improving performance; able to work without close supervision.

*** Examples and recommendations in current EFNEP/PANEP Policy and Procedure Manual.**

Employee Name: _____

Time Management

Description: Timely, accurate, and punctual with reports, registration, schedule, and appointments; meets deadlines; schedules are complete and accurate; appropriately uses time from cancelled appointments, plans visits to conserve time.

Transition to the final rating score

Count the number of each item rated in each category:

Ratings for categories	Does Not Meet	Meets	Exceeds
Number of each rating			
Multiply number	x 1	x 3	x 5
Subtotals			

Combine Sub-Totals _____ \div 22 = _____ **Final Rating (See Overall Rating Guidelines)**

Employee Name: _____

Overall Rating

Complete for all NEAs. Considering all dimensions and factors, and based on ratings of the 22 performance factors, as re to the Overall Evaluation Guidelines, indicate the definition that best describes this NEA's overall contribution during the re period. If any NEA does not meet expectations for a particular performance factor, this should be addressed with comments the particular section.

- _____ 5 - Performance significantly exceeds expectations
- _____ 4 - Performance exceeds expectations
- _____ 3 - Performance meets expectations
- _____ 2 - Performance partially meets expectations
- _____ 1 - Performance does not meet expectations

_____ Name of Supervising Agent	_____ Signature	_____ Date
_____ Name of County Extension Director	_____ Signature	_____ Date
_____ Name of Individual Appraised	_____ Signature**	_____ Date
_____ Name of Regional Director	_____ Signature	_____ Date

**Signature indicates that this performance appraisal has been discussed and does not necessarily signify concurrence. A response to this review may be made on a separate sheet and attached.

Attachment: _ Yes _ No

Overall Evaluation Guidelines

5 - Significantly Exceeds Performance Expectations (Final rating is 4.5 – 5)

Consistently and significantly exceeds performance expectations throughout the review period. Exceptional performer. Understands and contributes to the organization's mission, thinking beyond details of the job and working toward the overall goals of the department. Shows initiative, is a self starter, works independently, and makes unique and valuable contributions to the organization. Exercises exceptional leadership in several areas of work responsibilities.

4 - Exceeds Performance Expectations (Final rating is 3.5 – 4.4)

Often exceeds standards of performance. Outstanding performer. Takes initiative to develop and implement new programs and/or work processes to improve overall quality within the work unit. Plans own work. Anticipates problems, makes recommendations and decisions, and takes appropriate action when necessary. Exceeds performance expectations on some of the most difficult and complex facets of the job.

3 - Meets Performance Expectations (Final rating is 2.5 – 3.4)

Consistently meets acceptable standards of performance. Good performer. Completes projects and tasks thoroughly and produces consistent output of work. Handles all responsibilities of the position in a satisfactory manner. Provides reliable input and recommendations.

2 - Partially Meets Performance Expectations (Final rating is 1.5 – 2.4)

Occasionally meets standards of performance; performance is inconsistent. Marginal performer. Significant improvement needed in certain aspects of job responsibilities to meet acceptable performance standards.

1 - Does Not Meet Performance Expectations (Final rating in 1 – 1.4)

Consistently does not meet standards of performance. Performance of job responsibilities is unsatisfactory and unacceptable. Performance needs to be addressed in an HR-78 letter (Staff Failure to Meet Acceptable Standards of Performance).

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