



Colorado State University Extension

Name		Position/Title	
Supervisor		Review Date	Review Period
County (if applicable)		Region	

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Colorado State University Extension has skilled and highly trained professionals (agents, specialists, and others) helping Colorado’s citizens, businesses, and communities apply unbiased, research-based knowledge. Extension’s Performance Appraisal Process is designed to recognize and support performance and leadership. It is designed to accommodate the unique and diverse position responsibilities with Extension.

Section I: Instructions

The performance appraisal document encompasses the employee’s work during the prior calendar year. The appraisal is intended to focus on those aspects of the employee’s performance done well and areas for improvement. Employees should complete all sections in green; supervisors will complete sections in yellow. ‘Employee Comment’ boxes have been added in several locations and enlarged to accommodate more information. Comment boxes are limited to the space shown. You are working within a fixed space with character limits; comment boxes will not expand. You may have to be selective when sharing information in order to accommodate the space provided.

Section II: Narrative

In this section, the employee is given the opportunity to frame their evaluation year to help their supervisor better understand their accomplishments and barriers, and the innovation that has been exhibited by the employee in the previous year of work.

Supervisor and employee are to review and update the job description annually. Reviewing it also prepares each participant to better discuss elements and skills associated with the position. Note any changes recommended for the current job description in the comment boxes provided.

Section III: Skills for Success

This section is divided into three areas: Individual Skills, Programming Skills, and Administrative Skills. Employees should review each checklist in the 'Skills for Success' section, evaluate their performance, and select an 'Employee Rating' for each checklist category. All employees should complete the 'Individual Skills' and 'Program Skills' areas. Those with administrative responsibilities should also complete the 'Administrative Skills' section. If you have administrative responsibilities, but are not a county or area director, complete the areas you feel are relevant to your position.

Important: Be as objective and honest with yourself as possible. This evaluation is a process for measuring growth and can indicate that you are working toward greater accomplishments. The rating of 'Fully Achieves Expectations' means that you have successfully accomplished the skills defined in your job description. Definitions for each of the performance level rating include:

Consistently Surpasses Expectations: Performance significantly and consistently exceeds expectations for the position. Individual makes exceptional, innovative, or unique contributions to Extension through performance in both quality and quantity.

Frequently Exceeds Expectations: Performs beyond expectations in a majority of position duties and responsibilities. Consistently meets and, at times, exceeds position expectations making a significant contribution to the overall achievement of Extension.

Fully Achieves Expectations: Fulfills position requirements, consistently meeting established goals and expectations. Performance contributed, as expected, to goals of Extension.

Needs Improvement: Performance below the minimum acceptable expectations for the position. There is expectation of improvement within a reasonable time frame.

Fails to Achieve Expectations: Does not fulfill position expectations.

Supervisors will also provide a rating for each category in the three areas.

Section IV: Evidence of Excellence

In this section, the employee can provide additional documentation so that their supervisor can better evaluate their performance. Comment boxes are provided to document evidence of excellence and innovation. If your input exceeds the space provided, additional documents may be attached. Please specify, in the comment box, that you are attaching additional documentation. CPRS reporting allows you to attach a document showing your reporting results and narratives submitted.

Section V: Overall Performance Rating

The supervisor will evaluate the information provided in this performance appraisal document and will designate a rating for the employee's overall performance. This rating is inclusive of the employee's performance regarding goals, expectations, programming, community and organizational engagement, outcomes and skills as documented. Once the supervisor has assigned an overall performance rating, the employee has the opportunity to review the rating and sign off or provide additional information and request the rating be further reviewed as described in the CSUE Performance Appraisal System Guidelines at <http://Extension.colostate.edu/docs/staffres/pas.pdf>.

Section VI: Program Goals Next Programming Year

In this section, the employee should provide three programming goals for their supervisor to evaluate in the upcoming year. The employee can include goals that span several years; goals should be an indication to the supervisor what the employee's priorities are for the upcoming year.

Employee should also update their professional development plan by identifying progress toward goals in the last year and revisiting long and short term goals and action plans for the current year.

The supervisor will document any required areas of improvement in the 'Plan for Improvement' comment box.

Section II: Narrative

(Supervisor and employee are to review and update the job description annually. Reviewing it also prepares each participant to better discuss elements and skills associated with the position. This section also provides an overall description of employee's year, accomplishments, barriers, innovation.)

Job Description (Note any changes recommended for the current job description in the comment boxes below.)

Employee Comments	Supervisor Comments

Year in Review

Employee Comments

Impact on the Community You Serve (Describe any significant impacts you made in your community this year.)

Employee Comments

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Goals (Evaluate the goals that were identified in the previous year's performance appraisal document.)

Previous Year's Goals	Results Achieved	Contributing Factors

Goals (Supervisor will provide feedback on goals.)

Supervisor Comments

Plans for Improvement (Supervisor will evaluate any items for improvement identified from previous year evaluation.)

Supervisor Comments

Section III: Skills for Success—Appraisal and Development

The following key skills are essential for all staff in achieving success in their positions. Depending upon position requirements, other job specific skills may be required of a staff member. The extent to which the staff member demonstrates these skills or needs to strengthen them should be reviewed as part of the performance dialogue, staff development, and/or performance improvement discussions.

The ‘Year in Review’ comment box in the ‘Narrative’ section is your opportunity to discuss and thoroughly explain your performance year. Your comments, regarding the Skills for Success, are limited to the size of the comment box provided.

Instructions: Select and comment on the performance level demonstrated during the review period for the following skill areas:

Skills for Success	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations
	Employee Rating					Supervisor Rating				
I n d i v i d u a l S k i l l s										
Inclusiveness										
<ul style="list-style-type: none"> ○ Shows respect for different backgrounds, lifestyles, viewpoints, and needs including but not limited to ethnicity, gender, creed, and sexual orientation. ○ Promotes cooperation and welcoming environment for all. ○ Considers others. 	Employee Comments					Supervisor Comments				
Adaptability										
<ul style="list-style-type: none"> ○ Is flexible, open, and receptive to new ideas and approaches. ○ Handles multiple tasks and priorities. 	Employee Comments					Supervisor Comments				
Professional & Self Development										
<ul style="list-style-type: none"> ○ Seeks opportunity for continuous learning. ○ Seeks and acts upon performance feedback. ○ Current in policy trainings and development, as required by CSU. ○ Minimum 50 hours completed. 	Employee Comments					Supervisor Comments				

Skills for Success

	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations
	Employee Rating					Supervisor Rating				
	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations
Communication										
<ul style="list-style-type: none"> o Demonstrates the ability to express thoughts clearly, both orally and in writing. o Demonstrates effective listening skills. o Communicates decisions to others in a timely manner. o Demonstrated ability to bring people together, facilitate discussion, and negotiate outcomes. o Shares information appropriately. 	Employee Comments					Supervisor Comments				
Teamwork (Internal & External)										
<ul style="list-style-type: none"> o Builds working relationships to solve problems and reach common goals. o Offers assistance, support, and feedback to others. o Actively engages in PRU work teams. o Actively engages in community and local events. o Engages other professionals in team environments to address local, regional, and/or state level needs. 	Employee Comments					Supervisor Comments				
Service Minded										
<ul style="list-style-type: none"> o Is approachable and accessible to others. o Reaches out to be helpful in a timely manner. o Service to profession, organization, or community. 	Employee Comments					Supervisor Comments				

Skills for Success

	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations
	Employee Rating					Supervisor Rating				
Initiative										
<ul style="list-style-type: none"> Shows initiative, anticipates needs, and takes action. Follows through on commitments. Demonstrates creativity in work. Is willing to assess and take risks. Looks forward to proactively develop capacity. 	Employee Comments					Supervisor Comments				
Civility										
<ul style="list-style-type: none"> Empowers peers by offering support and motivation. Is a positive influence on those around them. Does not bully, verbally degrade, or speak negatively of their peers. 	Employee Comments					Supervisor Comments				
Problem Solving										
<ul style="list-style-type: none"> Uses effective skills to solve issues that arise. Uses proper channels to seek feedback, support, and guidance for problems. Develops and uses a procedure to resolve and manage conflict appropriately while complying with all university and county policies. Employs group facilitation skills. 	Employee Comments					Supervisor Comments				

Skills for Success

	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations
	Employee Rating					Supervisor Rating				
Professionalism										
<ul style="list-style-type: none"> ○ Always speaks in a professional manner. ○ Accepts and demonstrates leadership as appropriate. ○ Positively represents and markets CSU, CSUE, the county and programming according to organizational policies. ○ Adheres to CSU, CSUE, and county administrative policies. ○ Effectively works with co-workers, volunteers, and stakeholders in a timely manner. 	Employee Comments					Supervisor Comments				
P r o g r a m S k i l l s										
Volunteer Management										
N/A	Employee Comments					Supervisor Comments				
<ul style="list-style-type: none"> ○ Recruits, screens, orient, rewards, and retains volunteers or advisory groups, as appropriate. ○ Seeks input and feedback from volunteers. ○ Effectively uses conflict management to solve problems that arise. ○ Offers training to help improve the skills and build capacity of volunteers. ○ Empowers volunteers to lead or manage programs. 										
Program Planning										
<ul style="list-style-type: none"> ○ Demonstrates the current knowledge and professional and technical skills required to perform their job. ○ Understands and applies the position goals, responsibilities, and expectations. ○ Demonstrates vision for program. ○ Plan(s) to invest completed by the specified due date. ○ Conducts appropriate needs assessment to support and build programming efforts. ○ Program priorities align with community needs, county vision and goals. ○ Markets program appropriately. 	Employee Comments					Supervisor Comments				

Skills for Success

Skills for Success	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations
	Employee Rating					Supervisor Rating				
	Program Development & Delivery					Evaluation, Outcomes, & Reporting				
<ul style="list-style-type: none"> ○ Researches, coordinates, and facilitates programs effectively. ○ Shows creativity and flexibility to design and use effective teaching methods including instructional technology. ○ Adapts teaching methods to audience needs and learning styles. ○ Delivers clear and effective public presentations. ○ Uses cost recovery and resource development as appropriate. 	Employee Comments					Supervisor Comments				
<ul style="list-style-type: none"> ○ Demonstrates use of appropriate tools for assessment/evaluation of program impacts. ○ Reports regularly in CPRS. ○ Completes at least one narrative in CPRS. ○ Completes formal evaluations of two separate programs and reports against CPRS indicators. ○ Informs stakeholders of outcomes and public value of programming efforts. 	Employee Comments					Supervisor Comments				

Skills for Success

Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations
Employee Rating					Employee Rating				

A d m i n i s t r a t i v e S k i l l s

(If you have supervisory or administrative responsibilities, Mark the check box of administrative skill you perform.)

Staff Supervision	N/A								
<ul style="list-style-type: none"> o Vacancies reviewed and filled appropriately. New staff oriented to office, community, and position. o Regular check-ins with staff individually (minimum of 1 in addition to annual performance appraisal) and at staff meetings. o Staff members observed in action. Staff evaluations conducted in timely fashion. o Is aware of affirmative action requirements and works with staff to implement. o Job descriptions reviewed and updated as appropriate. Supports professional development goals of staff. o Follows CSU, CSUE, and county guidelines. o Establishes expectations for civility within the office. County/area office provides a clean, safe, and welcoming environment for employees and external customers. o Recognizes issues; seeks assistance as appropriate. Informs chain of command as appropriate regarding supervisory/staff issues. o Demonstrates emotional intelligence. o Coaches staff to use common workplace skills (organization, time management, communication, boundaries). 	Employee Comments				Supervisor Comments				

Skills for Success

		Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations
		Employee Rating					Supervisor Rating				
Leadership	N/A										
		Employee Comments					Supervisor Comments				
<ul style="list-style-type: none"> ○ Has a functioning advisory committee that meets regularly and is representative of the broad diversity of the community. ○ Reports regularly to county commissioners or city council. ○ Works with local city/county government officials to help them understand the role of Extension locally. ○ Has relationships with other department heads and maintains current relationships with local organizations. ○ Recognizes need for balanced relationship between CSUE and county, and works to positively impact the relationship. ○ All areas of CSUE (including electronic delivery methods) were promoted and CSUE was portrayed in a manner consistent with the vision and values of the organization. 											

Skills for Success

		Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations	Consistently Surpasses Expectations	Frequently Exceeds Expectations	Fully Achieves Expectations	Needs Improvement	Fails to Achieve Expectations
		Employee Rating					Supervisor Rating				
Budget	N/A										
		Employee Comments					Supervisor Comments				
<ul style="list-style-type: none"> ○ Develops local office budgets. Manages budget and stays within budget guidelines. ○ Manages accounts in accordance with CSU, CSUE, and county policies and procedures. ○ Annual CSUE budget forms completed and submitted on time. ○ Budget is aligned with current priorities in the county. Regional director made aware of any budget concerns in a timely manner. ○ Non-appropriated accounts and balances handled appropriately. ○ Garners additional resources through such vehicles as appropriate cost recovery, grants, contracts, fund raisers, county funded positions, program supplies, cost share contributions, in-kind and/or sponsorships in support of programs. 											

Section IV: Evidence of Excellence

Documentation that further demonstrates your performance. Comment boxes are provided to document evidence of excellence and innovation. If your input exceeds the space provided, additional documents may be attached. Please specify this in the comment box.

Innovative and Significant Program Accomplishments (Attach additional pages if needed.)

Employee Comments

Attach Your CPRS Reporting (Discuss with supervisor what they would like to see from your CPRS reporting.)

Employee Comments

Awards/Publications/Professional Association Participation (Attach additional pages if needed.)

Employee Comments

Other Activities and Accomplishments (Attach additional pages if needed.)

Employee Comments

Section V: Overall Performance Rating

Supervisor Rating The supervisor should provide comments summarizing the employee's overall performance. The summary should include a recap of the individual's strengths, areas for development, and areas needed for improvement. The summary should support the overall initial performance rating given the employee.

Consistently
Surpasses
Expectations

Frequently
Exceeds
Expectations

Fully
Achieves
Expectations

Needs
Improvement

Fails to
Achieve
Expectations

Supervisor Comments

Employee Comments

Signatures By signing this Performance Appraisal Summary, the employee is acknowledging that the review occurred. S/he is not necessarily agreeing to the supervisor's views or the initial performance rating. The employee may appeal this review through the appropriate channels.

Employee

Date

Supervisor

Date

Section VI: Programming Goals for Upcoming Year

Goal 1

Goal 2

Goal 3

Plan for Improvement (as needed)

Supervisor Comments

Professional Development Plan

Progress Toward Goals in the Last Year

Current Professional Development Plan

Long Term Goals

Short Term Goals

Activities Planned for This Year