

County Extension Agent/Clientele Input Form for State Extension Staff

You have been identified as someone who has worked with _____.

Your input on the following form will be used to provide positive feedback and constructive criticism during the performance evaluation of this Extension professional for the 20____ calendar year. Your comments will be compiled with responses from other individuals into a general report to be shared with the individual. To the extent possible, identifying comments and information will not be provided to the individual being evaluated. It is important to receive honest input on Extension employees in order to provide a positive, constructive evaluation so please know that Colorado State University and CSU Extension will not tolerate retribution of any kind.

Please indicate who you are reviewing: _____

My working relationship to _____ is:

_____ I am supervised by this person.

_____ Other.

Please assess your experience with this individual regarding:	Please check one column per question					Don't Know/ No Comment	Comments
	Superior			Poor			
Professional/Communication Skills	5	4	3	2	1		
1. Responds to inquiries in a timely manner.							
2. Follows through on commitments.							
3. Maintains a positive professional image.							
4. Maintains a positive attitude about his/her responsibilities and Extension.							
5. Exhibit tact and diplomacy in the performance of his/her job.							
6. Demonstrates an ability to communicate effectively.							
Programming Skills							
7. Demonstrates creativity and innovativeness.							
8. Takes action when needed.							
9. Contributes to and/or facilitates teamwork.							
10. Uses good judgment to make effective decisions.							
11. Provides effective leadership to their area of responsibility.							
12. Demonstrates subject matter knowledge and insight.							

(Over)

13. Please provide any information on the things the individual does well:

14. Please provide any information on the things this individual could improve on:

15. Additional comments:

Your name (optional): _____