

**UNH COOPERATIVE EXTENSION**  
**Annual Performance Management Plan**  
 (attach annual plan of work and accomplishment reports)

Name: Eddie Extension Title: Extension Worker Supervisor: Big Cheese Program Year: FY '04

<b>Phase I – Specific POW Performance Objectives</b> (to be completed by Oct 15)  Learner oriented, measurable, with outcome indicators	<b>Phase II – Interim Feedback/Progress</b> (to be completed by April 30) NS=Not Started, BT=Behind Target, OT=On Target, AT=Ahead of Target, C=Completed <i>Status</i>	<b>Phase III – Final Review/Comment</b> (to be completed by Oct. 15 of following year)  NM=Not Met, M=Met, E=Exceeded, O=Other <i>Status</i>
<b>20 commercial fishermen adopt new conservation gear technology techniques</b>		
<b>10 dairy farmers adopt new nutrient management techniques</b>		
<b>50 food handlers become serve safe certified from CE food safety programs</b>		
<b>2,500 acres of forest stewardship plans are developed</b>		
<b>75% of 4-H organizational leaders participate in six or more hours of Extension sponsored training</b>		

Phase I – Individual Performance Goals and Major Responsibilities this year (expand on job description)	Phase II – Interim Feedback/Progress		Phase III – Final Review/Comment	
	<i>Status</i>		<i>Status</i>	
<b>Serve on an Extension multidisciplinary team</b>				
<b>Serve as COA</b>				
<b>Research, write and submit at least one grant supporting critical programming</b>				
<b>Provide increased formal peer evaluation feedback</b>				
<b>Maintain necessary Civil Rights documentation</b>				
<b>Write a marine docents handbook</b>				
<b>Expand media coverage of programs</b>				
<b>Participate in multi state programming</b>				
<b>Increase formal evaluation of programs</b>				

**Phase I – Professional Development Plan**

Job Competencies	Phase I (only those that apply)			Phase III (only those that apply)			Comments
	Proficient	Will Enhance Capacity	NA	Proficient	Enhanced Capacity	NA	
Program Development & Evaluation		<b>x</b>					<b>Attend PD&amp;E inservice</b>
Educational Methodology		<b>x</b>					<b>Adapt curriculum for low literacy audience</b>
Technology & Distance Education		<b>x</b>					<b>Power Point &amp; PictureTel</b>
Teaching	<b>x</b>						
Applied Research			<b>x</b>				<b>Not part of job description</b>
Reaching Under-Represented Groups		<b>x</b>					<b>Attend poverty inservice</b>
Group Process and Facilitation	<b>x</b>						
Collaboration & Partnership Building		<b>x</b>					<b>Attend coalition building inservice</b>
Stakeholder Involvement		<b>x</b>					<b>More diverse advisory council</b>
Teamwork	<b>x</b>						
Engagement & Outreach	<b>x</b>						
External Funding & Fiscal Management		<b>x</b>					<b>Write and submit a grant</b>
Communications	<b>x</b>						
Judgment and Problem Solving	<b>x</b>						

Self-Management		<b>x</b>					<b>More punctual</b>
Professionalism	<b>x</b>						
Mentoring			x				
Subject Matter Expertise	x	x					
Volunteer Development			x				
Also: Leadership		x					<b>Serve as an officer of a professional organization</b>

Training/Course/Program/Other Effort	Date Scheduled	Date Completed	Used Concepts in my Work	The effort improved my competence.		
				Strongly Agree	Agree	Disagree
• Learn to use electronic form builder for program evaluation	3/04			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• PD&E inservice	1/04			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Poverty inservice	1/04			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Coalition building inservice	5/04			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Subject matter inservice	4/05			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
•				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
•				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
•				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Publications/Committees/Leadership Roles/Other Effort	The contribution was effective in improving my professional competencies and performance.			Comments
	Strongly Agree	Agree	Disagree	
• Serve on EEC	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Develop a marine docent manual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Serve as the liaison to a Community Profile steering committee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
• Write two articles for the Granite State Consumer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
•	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Phase III – Overall Performance Summary (check one)</b> <input type="checkbox"/> Exemplary Performance <input type="checkbox"/> Consistent Performance <input type="checkbox"/> Inconsistent Performance <input type="checkbox"/> Unsatisfactory Performance
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<b>Phase III – Supervisor’s Overall Performance Comments</b>	<b>Phase III – Employee Comments</b>
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**Supervisor Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

**\* Employee Signature** \_\_\_\_\_  
**Date** \_\_\_\_\_

**\* Signature does not necessarily signify agreement with the performance review, but verifies that each phase of the Overall Performance Summary has been discussed.**