

**Relationships and Professionalism:** Proficiency in a variety of areas is essential to one's effectiveness. An effective communicator will be competent in resolving conflicts. Professional growth will be embraced which in turn will support the person's ability to be competent and effective. Initiative will be practiced and the professional will be reliable in working with others (teamwork). Professional behavior is expected at all times.

	<b><i>Does Not Meet Expectations</i></b>	<b><i>Meets Expectations</i></b>	<b><i>Exceeds Expectations</i></b>	<b><i>Exemplary</i></b>
<b><i>Initiative and Reliability</i></b>	Lacks initiative (lacks follow-through on work commitments). Lacks reliability (frequent reminders needed to get tasks completed).	Demonstrates ability to generate creative ideas. Initiative toward daily work priorities is readily apparent. Prompting to get things started, or completed, on time is seldom necessary. Commitments are kept. Requests are effectively dealt with in a timely manner.	Demonstrates initiative and reliability in leadership roles.	Demonstrates outstanding initiative through establishing community work groups, or securing additional resources, or through some other significant innovative contribution.
<b><i>Communication</i></b>	Exhibits poor interpersonal communication skills, does not resolve problems, or may be the source of conflicts.	Effective communication skills are used routinely with peers, clientele, and administration. While it is normal that conflicts may sometimes arise, works to resolve them to mutual benefit.	Communication skills have been instrumental in facilitating group process to achieve group goals.	Communication skills are sought out and utilized to help groups reach win-win solutions, resolve disputes, or mediates between groups.
<b><i>Professional Development</i></b>	Does not participate in professional development to the expected level of 50 hours. Does not attend required training.	Participated in 50 hours of professional development during the past performance year. Has a current professional development plan on file.	Utilized skills/knowledge gained to implement a new program, or changed a program to make it more effective.	As a result of participation in professional development opportunities, has made significant contributions to the organization.
<b><i>Teamwork (internal and external)</i></b>	Team involvement is with reluctance, or contributions to teams are lacking.	Positively involved in at least one active Extension team during the year. Contributes positively to the local office environment.	There is active involvement in more than one Extension team, or the person is working with at least one community team (in addition to an Extension team) to address a significant issue. Contributes skills and knowledge to office/unit projects.	Recognized as a highly effective team worker, and has specific leadership responsibilities in several currently functioning teams. Team outcomes are documented and substantial.

	Does Not Meet Expectations	Meets Expectations	Exceeds Expectations	Exemplary
<b>Professionalism</b>	Does not exhibit professional behavior.	Represents Extension effectively, and demonstrates a commitment to organizational values. Recognizes, accepts, and practices the value of diversity in achieving the organizational vision. Exhibits professional conduct in their position, and adjusts to the variable hours needed to accomplish the job while maintaining personal well being.	Recognized among colleagues and clientele for professional and enthusiastic attitude as a representative for CSU; makes identifiable effort to support both Extension and CSU.	Demonstrated respect by community as an exemplary CSU employee, is a recipient of awards and recognition; input is sought by decision makers.

**Overall Core Rating:** \_\_\_ Does Not Meet \_\_\_ Meets \_\_\_ Exceeds \_\_\_ Exemplary

**GOAL for this CAP for next performance year:**