



(Applicant's name)

has applied with the Florida Cooperative Extension Service for the position(s) of:
(specify)

Your name was given as a reference and we would appreciate your opinion of this person's qualifications. Please complete this form and return to: Dana LeCuyer at ifas-hr@ifas.ufl.edu or fax to: (352) 392-3226 or mail to PO Box 110281 Gainesville, FL 32611-0281.

Sincerely,

Dana LeCuyer

Faculty Recruitment and Hiring

CORE COMPETENCIES-

BEHAVIORS EXPECTED OF ALL EDUCATORS

Below is a list of some of the core competencies that are important in performing the duties of an Extension Agent. Please indicate your judgment of the applicant's qualifications by selecting the appropriate rating from the drop-down menu.

	<i>Above</i>		<i>Below</i>		
<i>Excellent</i>	<i>Average</i>	<i>Average</i>	<i>Average</i>	<i>Poor</i>	<i>unknown</i>
(Top 5%)	(Top 25%)	(50%)	(Lower 25%)	(Lower 5%)	

PROFESSIONAL ORIENTATION

Please select:

Honesty

Dependability

Integrity

INITIATIVE/ORGANIZATION

Please select:

Self-discipline-*determination to fulfill personal obligations*

Punctuality

Ability to budget time

Patience

Enthusiasm

Positive attitude

Self-confidence

Good judgment-*ability to evaluate situations and make the most appropriate decisions*

TEAMWORK/LEADERSHIP

Supervisory skills

Communication skills

Tact-*sense of what to do or say to avoid offending others*

Ability to work with all diverse audiences

An open-mind-*willing to consider new or different ideas or opinions*

Acceptance of criticism

PROGRAM PLANNING, IMPLEMENTATION AND EVALUATION

Teaching ability

Willingness to learn

Adaptability to change

Ability to recognize problems in time to take corrective action and handle a crisis when it occurs

Ability to set priorities

Resourcefulness - ability to find alternative solutions and innovative approaches

Writing Skills

GENERAL INFORMATION

What particular strengths do you think the applicant would have in this position?

What particular weaknesses do you think the applicant would have in this position?

Please list additional comments you have that would help us make an evaluation of this applicant.

Describe the nature of your contacts and the capacity in which you have known this person.

If you were in a position to do so, would you employ this applicant as an Extension Educator?

☐ YES ☐ YES - with some reservations ☐ NO

Name:

Title:

(Please type or print name)

E-mail:

Daytime Phone:

Date:

Name of Organization: