**6 Month Progress Report and Goal Sheet**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Project:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Supervisor Who Completed this Report:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Hired:\_\_\_\_\_\_\_\_\_\_\_ Date Report Completed:\_\_\_\_\_\_\_\_\_\_\_**

**Site Observation Scores (past 6 months): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Goals for Past 6 Months**

**Key Duty 1:**

**Key Duty 2:**

**Key Duty 3:**

**Key Duty 4:**

**Goals for Upcoming 6 Months**

**Key Duty 1:**

**Key Duty 2:**

**Key Duty 3:**

**Key Duty 4:**

**Additional Comments:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Key Duty 1: Teaches Limited Resource Families With Young Children Or SNAP-Ed Recipients Using Pre-Approved Curricula while maintaining a professional demeanor and maintaining confidentiality at all times** | **1Always**  **2Sometimes**  **3Never** | **Progress** | **Comments** |
| Teaches As Outlined In The Nutrition Education Process Manual (NEPM) |  |  |  |
| Exhibits An Understanding Of The Cultural Diversity Within The Audience/Participants |  |  |  |
| Teaches Participants How To Transmit The Learning Experiences To Others In The Family (When Appropriate) |  |  |  |
| Total Number Of Program Adults Seen Over The Past 12 Months\_\_\_\_ |  |  |  |
| Number Of New Adults Enrolled Over The Past 12 Months\_\_\_\_\_ |  |  |  |
| Total Number Of Adults That Completed The Program (Graduates)\_\_\_\_ |  |  |  |
| Total Number Of Adult Groups Seen Over The Past 12 Months\_\_\_\_ |  |  |  |
| Total Number Of Youth Seen Over The Past 12 Months\_\_\_\_ |  |  |  |
| Total Number Of Youth Groups Seen Over The Past 12months\_\_\_\_\_ |  |  |  |
| Learned To Teach \_\_\_\_Number Of New Lessons Over The Past 12 Months |  |  |  |
| \_\_\_\_Classes Scheduled To Teach Over The Past 6 Months |  |  |  |
| \_\_\_\_Classes Actually Taught Over The Past 6 Months (Not Including Learn At Homes) |  |  |  |
| \_\_\_\_Classes Projected To Teach Over The Next 6 Months |  |  |  |
| Separates work responsibilities from personal activities |  |  |  |
| Understands and respects unit operations |  |  |  |
| Manages Time Well |  |  |  |
| Reports to work on time |  |  |  |
| Adheres to the designated time set aside for lunch |  |  |  |
| Interacts well with Colleagues |  |  |  |
| Establishes Rapport with team members (peer co-workers) |  |  |  |
| Demonstrated enthusiasm for the job |  |  |  |
| Protects the confidentiality of program participants |  |  |  |
| Exhibits understanding of cultural diversity of peer co-workers |  |  |  |

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| **Key Duty 2: Accurately And Neatly Completes Assigned Paperwork In A Timely Fashion** | **1Always**  **2Sometimes**  **3Never** | **Progress** | **Comments** |
| Maintains Records As Instructed |  |  |  |
| Collects Appropriate Level Of Detail On Diet Recalls |  |  |  |
| Collects Pre- And Post- Data On Participants As Outlined In The NEPM |  |  |  |
| Submits All Reports/Paperwork Per Supervisor's Instructions (I.E. Weekly Itineraries, Time Record, Time & Activity, TABERS, Fruit & Veggie Toolkit Data, Input CRS Data, Youth Summary Sheets, Lesson Plans, Etc |  |  |  |
| Submits Success Stories For Annual Appraisal To Supervisor (As Appropriate) |  |  |  |
| **Key Duty 3: Maximizes Collaboration Among Agency Staff, Select Class Participants, And Volunteers** | **1Always**  **2Sometimes**  **3Never** | **Progress** | **Comments** |
| Identifies Potential New Site Contacts And Reports Them To Supervisors |  |  |  |
| Attends A Meeting At The Proposed Site And Assists Supervisor In Completing A Memorandum Of Understanding With The Agency |  |  |  |
| Communicates With Agency Contacts On An On-Going Basis |  |  |  |
| Discusses Potential New Site Contacts And Reports Them To Supervisor |  |  |  |
| Talks To Site Representative(S) To See If They Are Satisfied With The Progression Of The Class And To Ensure That Site’s Needs Are Being Met |  |  |  |
| Scouts For Potential New Employees Within Classes If Supervisor Indicates A Need |  |  |  |
| Markets Need For Volunteers To Current Site(S) As Needed |  |  |  |
| Exhibits A Good Working Relationship With Volunteers |  |  |  |
| Communicates Support Needs To Site Contacts As Needed And Appropriate |  |  |  |
| Assists Supervisor In Giving Recognition To Groups/Organizations Who Collaborate With The Program |  |  |  |
| **Key Duty 4: Other duties as assigned** | **1Always**  **2Sometimes**  **3Never** | **Progress** | **Comments** |
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