



Tennessee Department of Agriculture
 Land and Water Stewardship
 424 Hogan Rd
 Nashville TN, 37220

County Soil & Water Conservation District

Technical Assistance Employee Performance Evaluation

Fiscal Year: _____ Employee: _____ Position: _____

Instructions: Rate employee's performance in each section below based on the scale below.

1	2	3	4	5
Poor	Unsatisfactory	Satisfactory	Very Satisfactory	Outstanding

****District staff duties vary from county to county. Add or take away job duties as needed. Delete this section.**

Section 1: Customer Interaction

A	Educating cooperators of available programs and guidelines including the benefits of such programs and making suggestions that would benefit the cooperator the most.	1	2	3	4	5
B	Maintaining contact with landowner and checking progress of work; addressing concerns as they arises during construction	1	2	3	4	5
C	Presenting projects to the District Board and obtaining all signatures required to move forward with the project	1	2	3	4	5
D	Coordinate with Archaeologists, Biologists, and Engineers as required and relay information to and from the cooperator.	1	2	3	4	5
E	Maintain financial information on Grant Funds awarded and allocations.	1	2	3	4	5

Section 2: Technical Duties

A	Creating and maintaining landowner file folders. Updating project information, and maintaining a communication log.	1	2	3	4	5
B	Map creation and planning of projects using GIS software.	1	2	3	4	5
C	Understanding all applicable TDA and NRCS programs available and payment procedures.	1	2	3	4	5
D	Ensures all conservation practices are installed according to NRCS Standards and Specifications.	1	2	3	4	5
E	Writing and administrating contracts including the gathering of all information.	1	2	3	4	5
F	Lesson plan and teach relevant conservation and water/soil quality materials to farmers, residents, and children as requested by TDA and the Department of Education.	1	2	3	4	5

