

Performance Review Process – Program Staff (state-based)

**Includes program assistants, program coordinators, program managers/specialist, program directors, etc.*

Component	Responsible	Description	Timeline
Document performance	Employee	<p>Collect group EEETs on 3 to 4 teaching sessions during the year.</p> <p>Accurately report activity and accomplishments through communication with supervisor and in RiV as required in position. Performance data will be used by supervisor during the review process. Deadline for entry into RiV is January 15 for previous calendar year (Extension reporting purposes).</p>	Ongoing
Self-review and performance planning	Supervisor and Employee	<p>Request employee complete the Self-Review and Planning Tool and return it to RD.</p> <p>Use information from informal discussions, assessments, performance feedback, etc. to draft performance goals (3 to 7) and professional development goals (2 to 4).</p> <p>Enter progress on goals and new goals in RiV. Generate and submit copy of Annual Performance Report from RiV to supervisor.</p> <p>Program Development and Evaluation unit will send an annual summary of EEET data to program staff (data will include EEETs received by the PDE office by mid-December). Share report with supervisor.</p>	April
Review performance feedback, documentation, goals for upcoming year; have performance discussion	Supervisor	Gather input from self-review, performance documentation (e.g., RiV), and personal observations. Meet with employee for performance discussion. Use performance feedback and performance documentation as a basis for a two-way discussion about performance expectations, past performance, and goals for the future. Agree on a set of performance goals and professional development goals.	May to June
Write draft review	Supervisor	<p>Using the information gathered above, complete the Performance Review and Plan: Program Staff. All applicable sections of the review form should be completed fully.</p> <p>Draft review to be used in the calibration process.</p>	June
Calibration	Supervisor and RD	Meet for calibration (focus on communication among supervisory group to develop a shared understanding of expectations and improve consistency across reviews) with one of the following groups: state-based units (Admin, PDE, HR, Government Affairs, CFAES Finance). See Performance Review Process: Linking Performance Scores and Merit Compensation in OSUE and Performance Management – Calibrating Performance for more information on required rating distribution and calibration.	June
Complete review to employee for signature	Supervisor	Share with employee for review and signature. Completed appropriately, the performance review form will become the official performance review document when signed by employee and supervisor.	June
Submit score to Human Resources	Supervisor	Submit performance score to HR.	Upon request

Last updated: 12/2016