

Performance Review Process – SNAP-Ed Program Assistants

Component	Responsible	Description	Timeline
Gather feedback on teaching and quality Document performance	Employee	Collect group EETs on 3-4 teaching sessions during the year. Accurately report activity and accomplishments as required in position (e.g., SNAP-Ed monthly data reporting; biannual SNAP-Ed success stories; performance goals and progress on goals in RiV). Performance data will be used by supervisor during the review process.	Ongoing – October 1
Self-review and performance planning	Supervisor Employee	Request employee complete the Self-Review and Planning Tool and return it to supervisor. Use information from performance data (previous fiscal year data summary), informal discussions, assessments, performance feedback from supervisor, etc. to draft performance goals (3 to 7) and professional development goals (2 to 4). Provide supervisor with a copy of Annual Performance Report from RiV (will have past year's performance goals, progress, and next year's goals). Program Development and Evaluation unit will send an annual summary of EET data to program staff (data will include EETs received by the PDE office by mid-December). Share report with supervisor.	November to December
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.	January to February
Write draft review	Supervisor	Using the information gathered above, complete the Performance Review and Plan: SNAP-Ed Program Assistant. All applicable sections of the review form should be completed fully. Draft review to be used in the calibration process.	January to February
Calibration	Supervisor and RD	RDs lead meeting among CEDs in area/region for calibration (focus on communication among CEDs to develop a shared understanding of expectations and improve consistency across review for staff).	February to March
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. Share copy of Performance Review and Plan with program specialist providing programmatic oversight.	March
Submit score to Human Resources	Supervisor	Submit performance score to HR.	Upon request