

Performance Review Process – Specialists (in Department of Extension)

Component	Responsible	Description	Timeline
Document performance	Specialist	<p>Collect group EEETs on 3-4 teaching sessions during the year.</p> <p>Accurately report activity and accomplishments through communication with supervisor and RiV as required in position. Performance data will be used by supervisor during review process.</p> <p>Deadline for entry in RiV is January 15 for previous calendar year (Extension reporting purposes).</p>	Ongoing – January 15
Self-review and performance planning	Supervisor Specialist	<p>Request employee complete the Self-Review and Planning Tool and return it to supervisor.</p> <p>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).</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; 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: Specialist. 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	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); or assistant directors.	June
Rating to Human Resources	Supervisor	Submit performance rating to HR.	Upon request

Last updated: 12/2016