Extension Agent Performance Review Checklist

— Complete the following in PEARS (Check out the PEARS Support pages for assistance with the modules, https://support.pears.oeie.org/complete-your-performance-review-agent/)
  1. 2021-22 Action Plan Outcomes (Impact Statements)
  2. 2022-23 Action Plans (Agents need to choose at least one PFT signature program action plan to implement in 22-23.)
  3. 2022-23 Professional Development Plan
  4. Goals for Next Year (PEARS)
  5. Agent Self-Evaluation (PEARS)

— Once you submit the documents listed above, the local unit or regional director will facilitate the board members’ completion of a performance evaluation survey. Once board members have provided their input, the local unit director with supervisory responsibilities and/or regional director will complete a performance review narrative to share with each local agent.

— The local unit or regional director will schedule a meeting with each agent to discuss their performance review and set performance goals for the coming year. Agents should come prepared to provide input into the performance goals.

— Performance goals should be shared with the Extension board at a subsequent meeting.