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/](https://support.pears.oeie.org/complete-your-performance-review-agent/))

1. 2020-21 Action Plan Outcomes (Impact Statements)
2. 2021-22 Action Plans (Agents need to choose at least one PFT signature program action plan to implement in 21-22.)
3. 2021-22 Professional Development Plan
4. Agent Self-Evaluation (PEARS)
5. Goals for Next Year (PEARS)

— Complete the Organizational Leadership and Citizenship Summary (KSU8-47). Upload into KSRE Agent Performance Review in PEARS. This document is available in two places on the KSRE Employee Resources website under Agent Performance Review as well as under Forms.

— 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.