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/)
   2. 2020-21 Action Plans (Agents need to choose at least one signature program action plan to implement in 20-21.
   3. 2020-21 Professional Development Plan
   4. Agent Self-Evaluation
   5. Goals for Next Year

☐ 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.

7/29/20