Extension Agent Performance Review Checklist

— Complete the following in PEARS:
  2. 2019-20 Action Plans
     (Agents are encouraged to choose at least one signature program action plan to implement in 19-20. For this year it will be dependent on PFTs determining a signature program).
  3. 2019-20 Professional Development Plan
  4. Agent Self-Evaluation

— 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.