



PLUG IN

EXTENSION COUNCIL CONFERENCE

FEBRUARY 2, 2023
7:00 – 9:30 P.M.

FEBRUARY 7, 2023
6:30 – 9:30 P.M.



Successful Annual Evaluations

Julie Hering Kent
Region 22 Director

Goals and Objectives:

- What is an annual performance evaluation and why do we do them?
- The performance review:
 - When
 - Who
 - How
- What happens after the performance review?

What is an annual performance evaluation?

- One Time Event
- Retrospective
- Short Term
- Correction-Oriented
- Formal process - Completing written form

Why do we do annual performance evaluations?

Write your answers in the chat

- Recognize success
- Measure progress or growth
- Address areas to work on
- Help employees stay focused
- Set future goals
- Determine salary adjustments

What do employees want to know?

Write your answers in the chat

- What am I supposed to be doing?
- How well am I required to do it?
- What do you think of my performance?
- How can improve my performance?
- How can I get help with a problem?
- How will I be rewarded?

Year-long endeavor

- Communicate with staff throughout the year
- Clarify job responsibilities and expectations
- Follow up on progress toward goals
- Show praise and gratitude
- Address issues timely
- Staff should never find out at a performance evaluation that they have a performance problem

When do we do performance evaluations?

- Newly hired full time and part time employees:
 - At or around 90 days
- Regular full time and part time employees:
 - Annual performance review
- Exceptions:
 - When warranted by a job situation or employee performance

Timeline of annual performance reviews

- **February/March** – Start Conversations
- **April/May** – Conduct performance reviews with staff
- **May/June** – Personnel Committee meet to make recommendations for full Extension Council
- **June Meeting** – Council votes to approve raises
- **July 1** – New fiscal year begins

Who does the evaluation?

Every County is different!

- Depends on Model Number
 - Model 1 – Region Director / Personnel Committee
 - Model 2 – Region Director / Personnel Committee
 - Model 3 – County Director / Region Director / Personnel Committee
- Don't include too many people
- Be consistent
- Input from other staff

Planning for the review:

- Plan in advance
- Schedule sufficient time to focus on review
- Prepare for a full range of issues
- Respect confidentiality
- No interruptions – no cell phones, email, etc.

Process:

- Have employee complete a self-appraisal
- Supervisor reviews the self-appraisal
- Actual performance review
- Appraisal forms should be signed by employee and supervisor, and documentation filed in the employee's personnel folder.

What is your role?

- Consistent and honest feedback
- Track successes and challenges
- Give credit where and when it's due
- Identify facts and patterns
- Provide support
- Assess both behavioral and results expectations
- What can we do to help?

Other things to do at a performance review:

- Review job descriptions
- Review and sign personnel policy
- Identify professional development needs
- Set SMART goals

Difficult reviews will occur

- Handle conversation professionally
- Describe unsatisfactory performance/behavior
- Cite specific observed examples –
DOCUMENT
- Make a constructive employee action plan to resolve performance failures or behavioral issues
- Review action plan and establish dates to review progress

Next steps:

- Clearly state if overall performance is satisfactory or unsatisfactory on the performance review
- Provide Action Plan
- Identify professional development opportunities
- Follow up Performance Reviews

Next steps:

- Written Warning
- Letter of Expectation
- Performance Improvement Plan

- Do not travel down this path alone!
Involve the experts

Successful Annual Evaluations

Questions?

Julie Hering Kent
Region 22 Director