

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. 2019-20 Action Plan Outcomes (Impact Statements)
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.