

## INTRODUCTION

### Performance reviews should:

- Be two-way conversations.
- Be a summary of regular conversations that have occurred regularly throughout the review period.
- Increase job understanding and satisfaction.
- Recognize areas in which performance consistently meets or exceeds expected levels and establish areas where development is needed.

## PROCEDURE

Feedback regarding job responsibilities, expectations, and performance should occur informally or formally on a regular basis, not just during the annual review.

### When to complete a Performance Review:

- Within the first month of employment, the Employee Performance Review document and the employee's job description are to be discussed by the supervisor and the employee so that the employee understands the performance criteria that will be evaluated.
- The initial performance review should be conducted within three months of employment.
- Following the initial review, performance reviews should take place at least annually or more often if needed.
- Special reviews can be scheduled between the annual reviews if desired.

### What to do for a Performance Review:

- The review is to be conducted by the local unit director and/or supervising agents.
- This process should also include a review of the job description and revision of the description if the responsibilities have changed.

### What to do after a Performance Review:

- A copy of the Employee Performance Review document is to be given to the employee and the original filed in employee's personnel file.

## INSTRUCTIONS BY ITEM / SECTION

### OVERALL RATING DEFINITIONS ([ITEM 1](#))

The following overall rating definitions are provided to help distinguish among the four levels of performance ratings.

#### A. Consistently Exceeds Expectations:

Performance is consistently above the standards required and contributions are well beyond normal job expectations for the review period. Performance at this level leaves little, if anything, to be desired, and work is

consistently performed at the highest level. The employee rarely, if ever, requires supervision or follow-up. The employee performs independently in planning, anticipating problems and taking appropriate action. Shows a good grasp of the “big picture” and thinks beyond the details of the job or project at hand.

**B. Exceeds Expectations:**

Performance is solid, effective, and consistently meets standards required and defined, and exceeds expectations from time to time. Performance is what can be expected of a fully qualified and experienced person assigned to the position. Errors in judgment are rare and seldom repeated. Under normal supervision and follow-up, important jobs are completed on schedule and in keeping with expected results.

**C. Meets Expectations:**

Performance is solid, effective, and often meets standards required and defined. Performance satisfies most basic job requirements on a regular basis. The employee meets many performance expectations reasonably well, but improvement is needed in several areas.

**D. Below Expectations:**

Performance is consistently below the standards required and is unsatisfactory. The employee seldom meets established standards and must improve to receive a higher performance rating. There are major shortfalls in meeting established performance criteria or objectives. The employee almost always requires close supervision, including step-by- step guidance.

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#### RATINGS RUBRIC INSTRUCTIONS ([ITEM 2](#))

Within the first 30 days of a review period, the supervisor and the employee should meet to discuss the performance criteria (adaptability, attendance, communication, etc.) that will be used to measure performance. If there are performance criteria that will not be used during the review period, a check mark may be entered in the N/A (not applicable) column.

At the end of the review period, the supervisor will assign a rating to each of the performance criteria that is applicable to the employee’s position.

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#### COMMENTS ON OVERALL EMPLOYEE PERFORMANCE ([ITEM 3](#))

Supervisor documents any observations on overall performance during and/or at the end of the review period.

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#### COMMENTS ON SPECIAL ACCOMPLISHMENTS ([ITEM 4](#))

The supervisor may document any accomplishments or special achievements (successful undertakings, goals accomplished, etc.) that had a significant impact on the county/district program functions. Special accomplishments may be written during and/or at the end of the review period.

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#### RECOMMENDATIONS TO ENHANCE EMPLOYEE PERFORMANCE ([ITEM 5](#))

The supervisor and employee establish goals for the next year, as well as identify specific steps to strengthen the employee’s performance.

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#### EMPLOYEE COMMENTS ([ITEM 6](#))

The employee may note his/her comments at the end of the review period. This section is optional.

# EMPLOYEE PERFORMANCE REVIEW

FOR LOCAL UNIT OFFICE PROFESSIONALS AND PROGRAM ASSISTANTS

## EMPLOYEE INFORMATION

Name: \_\_\_\_\_

Local Unit: \_\_\_\_\_

Job Title: \_\_\_\_\_

## REVIEW INFORMATION

Date of Review: \_\_\_\_\_

### Review Type:

- ☐ Annual
- ☐ Special
- ☐ Initial (after three months)

Reviewer: \_\_\_\_\_

Reviewer's Job Title: \_\_\_\_\_

### Performance Review Period:

From \_\_\_\_\_ to \_\_\_\_\_

## RATINGS BY CATEGORY

### RATING DEFINITIONS

**CONSISTENTLY EXCEEDS EXPECTATIONS:** Met the key requirements of the job in all areas and far exceeded the requirements in more than half of the areas on which the employee is evaluated.

**EXCEEDS EXPECTATIONS:** Met the key requirements of the job in all areas and exceeded the requirements of the job in many areas. Performance is characterized by high achievement.

**MEETS EXPECTATIONS:** Met the key requirements of the job in many areas. Performance consistently meets the standards of the job.

**BELOW EXPECTATIONS:** Does not meet the key requirements of the job. Excessive direction and follow-up are needed. Immediate improvement is required.

### 1. OVERALL EMPLOYEE RATING

- ☐ Consistently Exceeds Expectations
- ☐ Exceeds Expectations
- ☐ Meets Expectations
- ☐ Below Expectations

## 2. RATING RUBRICS

### STANDARD CATEGORIES:

Performance Criteria	Consistently Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	N/ A
<b>Adaptability</b> (Adjusts to changing situations, learns new and different tasks, responds appropriately to suggestions for work improvement)					
<b>Attendance/Punctuality</b> (Attends work regularly, reports to work on time)					
<b>Communication</b> (Speaks and writes clearly and concisely as it pertains to the job)					
<b>Creativity</b> (Offers innovative ideas that contribute to meeting assignment objectives and office goals)					
<b>Initiative/Problem Solving/Decision Making</b> (Performs with minimal supervision, volunteers to complete special projects, acts promptly, seeks solutions to resolve unexpected problems that arise on the job)					
<b>Interpersonal Skills</b> (Maintains harmonious working relationships with supervisors, co-workers, and the public; helps to create a hospitable environment. Represents K-State Research and Extension in a positive manner.)					
<b>Job Knowledge</b> (Demonstrates the knowledge and skill necessary to perform effectively; understands the expectations of the job and stays current with new technologies, methods, and processes in area of responsibility.)					
<b>Work Habits</b> (Demonstrates commitment, dedication, cooperation, and positive behavior; complies with county/district policies.)					
<b>Work Quality/Productivity</b> (Completes duties as specified in the position description and other special assignments thoroughly and accurately. Performs as efficiently as possible without jeopardizing quality; strives to increase productivity, while maintaining a high level of quality.)					

CUSTOM CATEGORIES:

Performance Criteria Unique to this Position	Consistently Exceeds Expectations	Exceeds Expectations	Meets Expectations	Below Expectations	N/ A

## COMMENTS

### 3. OVERALL EMPLOYEE PERFORMANCE

### 4. SPECIAL ACCOMPLISHMENTS

Describe progress toward goals established for the year and any accomplishments or special achievements that had a significant impact in the office.

### 5. RECOMMENDATIONS TO ENHANCE EMPLOYEE PERFORMANCE

Describe recommendations to strengthen employee performance. Include any major goals or projects for the next year. Also describe the specific actions that will be taken by the supervisor and the employee to strengthen these areas and any professional development required.

## 6. EMPLOYEE COMMENTS (OPTIONAL)

## SIGNATURES

*Please note: Signature does not necessarily signify agreement*

Employee: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

FORM UPDATE: DECEMBER 2021