

## Performance Review Process – EFNEP Program Assistants

Component	Responsible	Description	Timeline
Gather feedback on teaching quality  Document performance	Employee	<p>Collect group EEETs on 3-4 teaching sessions during the year.</p> <p>Accurately report activity and accomplishments as required in position (NEERS 5 reporting; documenting performance goals and progress on goals in RiV). Performance data will be used by supervisor during the review process.</p> <p>Program Development and Evaluation unit will send an annual summary of EEET data to program staff (data will include EEETS received by the PDE office by mid-December). Share report with supervisor.</p>	Ongoing – October 1  (NEERS 5)
Self-review and performance planning	Supervisor and Employee	<p>Request employee complete the Self-Review and Planning Tool and return it to supervisor.</p> <p>Use information from performance data (previous fiscal year data summary), informal discussions, assessments, performance feedback from supervisor, etc. to draft performance goals (3 to 7) and professional development goals (2 to 4). See EFNEP Performance Criteria and Goal Setting for more information on goal setting for EFNEP PAs.</p> <p>Generate and submit copy of Annual Performance Report from RiV to supervisor (will have past year’s performance goals, progress, and next year’s goals).</p>	November to December
Review performance feedback, performance documentation, draft goals for upcoming year; have performance discussion	Supervisor  Employee	<p>Gather input from self-review, performance documentation (e.g., previous fiscal year data summary), and personal observations.</p> <p>Meet with employee for performance discussion. Use performance feedback and performance documentation as a basis for a two-way discussion about performance expectations, past performance, and goals for the future. Using information on performance planning for OSU Extension and EFNEP. Agree on a set of performance goals and professional development goals.</p>	December to January
Write draft review	Supervisor	<p>Using information gathered above complete the Performance Review and Plan: EFNEP Program Assistant. All applicable sections of the form should be completed fully.</p> <p>Draft review to be used in calibration process.</p>	January
Calibration	Supervisor, EFNEP Dir/Community Nutrition Program Ldr	<p>EFNEP program director/leader of community nutrition programming lead calibration discussion among EFNEP supervisors (focus on communication among EFNEP supervisors to develop a shared understanding of expectations and to improve consistency across review for staff).</p>	January to February
Complete review to employee for signature	Supervisor	<p>Share with employee for review signature. Completed appropriately, the Performance Review and Plan will become the official performance review document when signed by employee and supervisor.</p>	January to February
Submit rating to Human Resources	Supervisor	<p>Submit performance rating to HR.</p>	Upon request