

**Beginning of Performance Evaluation Cycle (Complete by July 1)**

**Institutional Goals:** Supervisors will review the institutional goals with the employee and discuss how they relate to the responsibilities, expectations, and duties of the position. Supervisors should provide examples and additional clarification of expectations, as needed.

**Goals & Objectives:** Supervisors will review the Extension goals and discuss program area specific priorities with the employee to provide a basis for the development of employee specific performance strategies.

**Strategies:** The supervisor, in collaboration with the employee, will write strategies that specify the approach or method the employee will take to achieve the Extension and program area goals.

**Professional Development Plan:** Supervisors are expected to discuss professional development activities with the employee and determine the appropriate professional development activities to be conducted during the performance cycle. These may include activities for employee growth and/or to address performance. Some examples of professional development activities may include training programs, academic coursework, committee work, conference attendance and/or presentations, or other related activities that maintain, develop or broaden employee skills relevant to the employee's position, career path, or service.

**Acknowledgement:** After an XPM is developed, the supervisor will be prompted to electronically acknowledge the initiation of the XPM cycle. The employee will then receive email notification to enter the XPM system and electronically acknowledge initiation of the XPM cycle.

**During Performance Evaluation Cycle (Complete by January 31)**

**Mid-Year Evaluation:** Interim/Mid-Year Reviews are documented check-ins between supervisors and employees to discuss the employee's progress on established goals, strategies and professional development activities. The supervisor will provide mid-year comments in the XPM system and be prompted to electronically acknowledge the submission of the mid-year comments. The employee will then receive email notification to enter the XPM system and to electronically acknowledge the receipt of the midyear review. Employees also have the option to add comments to the mid-year review.

**End of Performance Evaluation Cycle (Complete by July 31)**

**Annual Performance Evaluation:** At the end of the performance cycle, supervisors will summarize the employee's overall performance, including outcomes related to the employee's assigned goals, objectives and professional development activities to justify the overall rating. Supervisors assign employees the overall rating that best describes the employee's performance during the entire performance cycle, based on the following standard three-point rating scale:

- **Exceeding Expectations:** Routinely performs above expected performance of assigned duties and is generally considered among the highest performing employees within the work unit.
- **Meeting Expectations:** Generally performs at, and on occasions may exceed, a successful level of performance of assigned duties.
- **Not Meeting Expectations:** Often performs below an acceptable level of performance of assigned duties or has demonstrated substantial performance deficiencies in certain assigned duties.

Supervisors will meet with the employees at the conclusion of the performance cycle to discuss the employee's performance and rating.

**Acknowledgement:** At the completion of the performance evaluation meeting, the supervisor will electronically acknowledge the submission of the evaluation. The employee will receive an email notification to log in the XPM system and electronically acknowledge the evaluation. Employees may add comments. The supervisor prints the evaluation and adds to employee's personnel file.