Agent Performance Review Module

Presenter's Guide

This session prepares board members to conduct the annual Extension Agent Performance Review. While the formal review occurs late in the year, the groundwork for an effective review is laid early in the year. This module is designed to be presented at the February or March meeting by the county or district director, agents and/or a board chair with experience in the performance review process.

Objectives

Board members will:

- Understand their roles in the performance review process.
- Become familiar with the instrument used to evaluate performance.
- Understand the need to become familiar with all agents and program areas.

Resources Needed

- PowerPoint presentation *"Agent Performance Reviews"* and *PowerPoint Presenter's Notes.*
- Print a copy of the *Audience Handout* and *Annual Agent Performance Review* document for each board member.

Provide board members with the following information for each agent at or before the meeting:

- Current year's Action Plan
- Professional Development Goals
- Agent Performance Review Forms

Module Outline

(1) Review objectives.

(2) Lead board members in the following discussion:

What is the purpose of a performance review?
How have organizations in which you have been an employee conducted performance reviews?
How have organizations in which you have been a supervisor or board member conducted performance reviews?

(3) Distribute *Annual Agent Performance Review* document and *Audience Handout*.

(4) Present *PowerPoint: Agent Performance Review.*

(5) Each agent will briefly review current goals related to the Action Plan and Professional Development Plan.

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