

Performance Evaluation Process for 2020

By September 1

All Educators, CEDs – Complete and email these documents listed below to District Secretary.

Self-Assessment -

- Complete the Educator Self-Assessment of no more than 2-pages. The summary will include a brief description of results from needs identification/assessment and activities with advisory committee, COVID-19 Response, goals, and competencies. Goal response will include purpose of the program, what occurred, and results/impact. Please use Self-Assessment template. Do not change fonts or margins. [Click here for template](#).
 - Save report as FirstInitialLastName_2020SelfAssessment (JDoe_2020SelfAssessment).
 - Add your Self-Assessment as an attachment in Success Factors. Directions: In Success Factors, select Performance & 360s, Choose the 2019-2020 year, on the right-hand side click on the paperclip in the box labeled supporting. Next click on the +box to add attachments. Choose your Self-Assessment document and upload.

Goals –Each full-time educator will have four program goals. CEDs will have three program goals and one administrative goal. Please plan to add DEI (Diversity, Equity, and Inclusion) initiatives to your objectives and competencies. This program year Purdue Extension is being more intentional to incorporate DEI into our work. We as an organization need to enhance and build upon our DEI efforts.

Goals Instruction:

- Instructional Video:
https://www.purdue.edu/hr/lod/media/videos/gmpm/3/story_html5.html
- Quick Reference Card:
https://www.purdue.edu/hr/lod/media/forms/QRC_Goals_and_Performance_Review_for_Staff.pdf
- [Click here for Goals](#). For the 2020-2021 year, competencies will be included again.
 - Save report as FirstInitialLastName_2020Goals (JDoe_2020Goals).

Digital Measures: Complete monthly reporting and email the “Extension Educators – Summary” for date range: September 1, 2019-August 31, 2020 to District Secretary. Digital Measures Instructions: In Digital Measures, go to the Reports tab and click on Extension Educators-Summary. (Please check your report before sending. Look for yellow highlighted areas. Those are things that may be errors.)

- Date Range: September 1, 2019 – August 31, 2020
 - File Format: Word
 - Run Report
 - Save report as FirstInitialLastName_2020DMSummary (JDoe_2020DMSummary).

Via Qualtrics:

- Non CED Educators – Complete CED Qualtrics evaluation (link emailed from District Secretary)

By September 11 or earlier

CEDs will:

- Review 2019-2020 Self-Assessment, Educator 2020-2021 Goals, and Digital Measures report – “Extension Educators – Summary”. District Secretary will send Qualtrics link to CEDs to complete.
- Complete the Extension Educator Annual Performance Qualtrics with appropriate comments for each Educator.

County Extension Board Program Review meeting

- Meeting Format: Plan and give a presentation to your Extension Board regarding program impact and perform needs assessment type exercise with them, such as SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis.

September - December

District Director and CED

- Meet with individual Educators to discuss Performance Evaluation.
- Review goals with SMART objectives for the 2020-2021 year.

By December 1

- **CEDs** - submit signed Clerical and Program Assistant Evaluations to District Office. Use county evaluation tool if available. Keep a copy in county personnel file.