



**CLASSIFIED PERFORMANCE
PLANNING AND REVIEW SYSTEM
NUTRITION EDUCATORS**

EMPLOYEE NAME _____

ANNIVERSARY DATE _____

JOB TITLE _____

Performance Rating Period:

UNIT _____

From _____ To _____

SUPERVISOR NAME/TITLE _____

Reason for Rating: [] Regular Annual [] First Rating (at 6 mos.) [] Re-Rating [] Other _____

Was employee a supervisor during this rating period? YES NO If yes, Factors 11 and 12 are required.

OVERALL PERFORMANCE REVIEW AND RATING THIS PERIOD (complete at end of rating period)
Refer to attached sheets for individual factor ratings.

Calculation of Rating:	Total Factors upon which employee was rated: _____	Divide Total Rating Points by Total Factors to get final average rating. Round to 2 decimal places:	RATING: ____.____
	Total Rating Points received for all factors: _____		

<p>Check Overall Rating Below if completed properly within PPR timeframes. Otherwise, check Unrated at right.</p> <p>[] 4.50-5.00 = Outstanding</p> <p>[] 3.50-4.49 = Exceeds Requirements</p> <p>[] 2.50-3.49 = Meets Requirements</p> <p>[] 1.50-2.49 = Needs Improvement*</p> <p>[] 1.00-1.49 = Poor*</p> <p>*Denial of merit increase required for these ratings along with re-rating after 6 months.</p>	<p>***Complete this section only if requested by HRM Office.***</p> <p>[] Unrated [] Changed from Unrated</p> <p><u>Note:</u> If an "Unrated" rating is changed as a result of an official review, document below:</p> <p>Rating Supervisor Signature _____</p> <p>Date Changed: _____ By _____</p> <p>Employee Signature _____</p>
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Overall Comments By Supervisor – Provide assessment of employee's performance including strengths and weaknesses.

SIGNATURES/RATING CERTIFICATIONS

I have actually supervised this employee during the rating period and have personally prepared this rating and discussed it with the employee. I have provided documentation to support any rating of "Needs Improvement" or "Poor" and have provided written comments for other ratings as appropriate. I have advised the employee of the factors upon which he/she will be rated next rating period and any specific expectations for his/her position.

Immediate Supervisor Signature: _____ **Date:** _____

Unit Head Signature: _____ **Date:** _____

My evaluation has been discussed with me and I have received a copy of it. I understand that my signature does not imply agreement and that I may note my disagreements below and/or seek a review of this rating in accordance with Chapter 10 of the Civil Service Rules and AgCenter PS-10. I understand that I have until 15 days after my anniversary date, or if this is a re-rating, until 15 calendar days after the date that falls 6 months after my anniversary date to do so. My comments, if any, are provided below. My rating supervisor has also advised me of the factors upon which I will be rated next rating period and any specific expectations for my position.

Employee Signature: _____ **Date:** _____

Distribution: Original to HRM Office; copies for employee and unit.
If the employee did not sign above, date employee was given rating or date rating form was mailed: _____

SPECIAL ACCOMPLISHMENTS DURING THIS RATING PERIOD (if applicable to position)

GOALS/EXPECTATIONS/TRAINING OBJECTIVES FOR NEXT RATING YEAR – General and by Factor	
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<p>GENERAL GOALS RELATED TO A PROJECT, SPECIFIC TASK OR TRAINING OBJECTIVE:</p>	<p><i>Examples: Develop a system for monthly faculty account status reports, standardize orientation for student employees, establish scheduled equipment maintenance checks.</i></p>
<p>GOALS/EXPECTATIONS RELATED TO AN INDIVIDUAL FACTOR:</p> <p>Work Product/Quality</p> <p>Work Product/Quantity</p> <p>Dependability</p> <p>Cooperativeness</p> <p>Adaptability</p> <p>Communication</p> <p>Daily Decision-Making/Problem Solving</p> <p>Service to Clients/Public – <i>if applicable</i></p> <p>Project Planning/Implementation – <i>if applicable</i></p> <p>Use of Equipment and Materials – <i>if applicable</i></p> <p>Other – specify factor</p>	<p><i>Examples: Work Product/Quality – minimize fling errors; Dependability – give more advance notice for leave requests; Adaptability – don't argue about procedural changes.</i></p>

INDIVIDUAL FACTOR RATINGS THIS RATING PERIOD



INSTRUCTIONS

For each factor, enter an individual factor rating (see box below, whole numbers only), provide comments as appropriate/required, and check whether the employee will be rated on this factor next year. Civil Service Rules require supporting comments for ratings of 1, "Poor," and 2, "Needs Improvement." Comments must include sufficient detail to identify the specific deficiencies for that factor. The AgCenter generally requires supporting comments for ratings of 4, "Exceeds Requirements," and 5, "Outstanding." Those comments must include sufficient detail to justify the higher rating. Contact the HRM Office if you have questions or need assistance.

<u>RATING LEVELS</u>					<u>Whole Numbers Only</u>
5=Outstanding*	4=Exceeds Requirements*	3=Meets Requirements	2=Needs Improvement*	1=Poor*	
<i>*Supporting Comments Required – see instructions</i>					

Rating Definitions

Outstanding (5): On an individual factor, outstanding indicates a significant strength. As an overall rating, it indicates the employee consistently exceeds requirements by a wide margin and that work is nearly ideal. **Exceeds Requirements (4):** On an individual factor, exceeds requirements indicates an area where the employee has excelled. As an overall rating, it indicates the employee consistently meets and often exceeds requirements in many factors. Work is very well done. **Meets Requirements (3):** On an individual factor, meets requirements means the employee is performing at an acceptable level. As an overall rating, it means the employee meets requirements in most factors, but there are opportunities for improvement in some areas. Overall, work is usually well done. **Needs Improvement (2):** On an individual factor, needs improvement indicates an area of weakness which should be targeted for improvement. As an overall rating, it means the employee often fails to meet requirements and that there is much room for improvement. **Poor (1):** On an individual factor, poor indicates an area where immediate improvement is mandatory. An overall rating of poor indicates general failure to meet requirements consistently and/or by a wide margin.

***** PERFORMANCE FACTORS 1 THROUGH 7 REQUIRED FOR ALL POSITIONS. *****

1. WORK PRODUCT/QUALITY - The quality of work produced by the employee. *General Performance Standards:* Uses experience and training to achieve exceptional results. Understands how work contributes to mission of organization. Does a thorough job; pays attention to details. Makes minimal errors. Demonstrates adequate understanding of subject matter. Presents a professional image of the AgCenter. **Also consider any job-specific expectations listed under "GOALS" on the previous year's PPR**

Rating:	Performance Review - Specific Notes About Performance:	This factor to be used next year? <input checked="" type="checkbox"/> Yes - Required
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2. WORK PRODUCT/QUANTITY - The quantity of work produced by the employee. *General Performance Standards:* Has a full schedule of meetings and programs. Consistently completes full amount of work on time. Learns quickly. Works at a steady and efficient pace. Avoids time-wasters. Does not require repeated retraining. **Also consider any job-specific expectations listed under "GOALS" on the previous year's PPR.**

Rating:	Performance Review - Specific Notes About Performance:	This factor to be used next year? <input checked="" type="checkbox"/> Yes - Required
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1=Poor* 2=Needs Improvement* 3=Meets Requirements 4=Exceeds Requirements* 5=Outstanding*

**Supporting Comments Required – see instructions*

3. DEPENDABILITY - Doing what he/she is supposed to do. *General Performance Standards:* Can be counted on to take care of work-related commitments. Gives extra effort when needed. Can be counted on to do what is expected when not being watched. Reports on time, as scheduled. Follows itinerary and rarely changes it. Makes sure duties are covered when absent. Does not miss or forget meetings or other responsibilities. Uses office time effectively. Does not spend excessive time on personal business. Considers work needs before asking to take leave. Gives adequate notice for leave requests and minimizes unplanned absences. Follows all regulations. **Also consider any job-specific expectations listed under "GOALS" on the previous year's PPR.**

Rating:	Performance Review - Specific Notes About Performance:	This factor to be used next year? <input checked="" type="checkbox"/> Yes - Required
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4. COOPERATIVENESS - Working with people. *General Performance Standards:* Volunteers to help to co-workers. Works well as part of a team. Avoids turf issues. Willingly follows instructions without complaining or arguing. Voluntarily communicates with supervisory and office personnel. Responds positively to supervision. Avoids workplace gossip and unproductive conflicts. Fosters a culture of trust and respect by behaving in a fair and ethical manner. Avoids finger-pointing. Values other people's ideas and/or contributions. **Also consider any job-specific expectations listed under "GOALS" on the previous year's PPR.**

Rating:	Performance Review - Specific Notes About Performance:	This factor to be used next year? <input checked="" type="checkbox"/> Yes - Required
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5. ADAPTABILITY - Adjusting to change. *General Performance Standards:* Accepts and readily applies constructive criticism. Changes work routines and habits to meet new needs, changing conditions, or unexpected problems; looks for ways to learn new job skills. Makes constructive suggestions about better ways to accomplish objectives. Enthusiastically learns new teaching techniques. Does not complain excessively about or resist changes. **Also consider any job-specific expectations listed under "GOALS" on the previous year's PPR.**

Rating:	Performance Review - Specific Notes About Performance:	This factor to be used next year? <input checked="" type="checkbox"/> Yes - Required
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6. COMMUNICATION - Giving and receiving information. *General Performance Standards:* Listens carefully. When appropriate, asks questions to ensure understanding. Shows understanding of important concepts. Communicates clearly when speaking or writing. Uses appropriate communication tools, channels and methods for the situation. Plans meetings fully by rehearsing subject matter and organizing supplies and materials. Presents subject matter in a highly organized and time-effective manner. Responds to questions thoroughly, without withholding or giving incomplete information. Checks to ensure clients understand subject matter and asks for feed-back. Uses correct grammar. Keeps sensitive information confidential. **Also consider any job-specific expectations listed under "GOALS" on the previous year's PPR.**

Rating:	Performance Review - Specific Notes About Performance:	This factor to be used next year? <input checked="" type="checkbox"/> Yes - Required
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Employee Name _____ Rating Period: From _____ To _____

1=Poor* 2=Needs Improvement* 3=Meets Requirements 4=Exceeds Requirements* 5=Outstanding*

**Supporting Comments Required – see instructions*

7. DAILY DECISION-MAKING/PROBLEM-SOLVING - Thinking on the job, conflict resolution. *General Performance Standards:* Uses good judgment about what should be done and when it should be done. Solves problems independently, but seeks help from supervisory personnel when appropriate. Makes good decisions in scheduling meetings by considering need, audience, and location. Focuses conflict resolution on issues, not people. Looks for a basis of agreement. Acts promptly to report rule violations or threats to workplace safety and security. Does not need help or direction from supervisory personnel for routine, basic tasks. **Also consider any job-specific expectations listed under "GOALS" on the previous year's PPR.**

Rating:	Performance Review - Specific Notes About Performance:	This factor to be used next year? <input checked="" type="checkbox"/> Yes - Required
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*** FACTORS 8, 9, AND 10 ARE OPTIONAL AND MAY BE USED IF APPLICABLE TO THE POSITION. CHECK THE BOX TO THE RIGHT OF EACH FACTOR THE EMPLOYEE WILL BE RATED ON.

8. SERVICE TO CLIENTS/PUBLIC - Providing effective and courteous service. *General Performance Expectations:* Consistently shows courtesy to all. Listens carefully to clients to understand their individual needs. Identifies needs of clients correctly. Gets appropriate help for client and seeks supervisory assistance if necessary. Follows up to be sure client needs are met. Actively involves homemakers in learning. Does not provide inaccurate or insufficient information or otherwise ignore client needs. **Also consider any job-specific expectations listed under "GOALS" on the previous year's PPR.**

Rating:	Performance Review - Specific Notes About Performance:	This factor to be used next year? <input type="checkbox"/> Y <input type="checkbox"/> N
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9. RECRUITING – Enrolling and maintaining an adequate number of clients. *General Performance Standards.* Thoroughly covers assigned geographic area to recruit clients. Meets enrollment requirements prior to deadline. Enrolls extra clients to ensure full number throughout year. Recruits clients who will most benefit from the program. Shows progress in identifying and involving youth, volunteer leaders, and client groups in subject matter activities. Willingly pursues new client sources. Actively recruits clientele from other agencies (e.g., food stamps, WIC, Head Start, Chapter 1, AFDC) **Also consider any job-specific expectations listed under "GOALS" on the previous year's PPR.**

Rating:	Performance Review - Specific Notes About Performance:	This factor to be used next year? <input type="checkbox"/> Y <input type="checkbox"/> N
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10. RECORD-KEEPING – Preparing and maintaining appropriate records. *General Performance Standards:* Maintains accurate, neat and complete records. Monitors information given by clients to ensure accuracy. Explains to clients the importance of accurate information. Submits travel reimbursement requests prior to deadlines and with full supporting documentation. Maintains records with minimal supervision. **Also consider any job-specific expectations listed under "GOALS" on the previous year's PPR.**

Rating:	Performance Review - Specific Notes About Performance:	This factor to be used next year? <input type="checkbox"/> Y <input type="checkbox"/> N
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Employee Name _____ Rating Period: From _____ To _____

*** FACTORS 11 AND 12 ARE **REQUIRED** FOR SUPERVISORY POSITIONS. IF THE EMPLOYEE IS A SUPERVISOR, CHECK THE BOX TO THE RIGHT INDICATING THAT THE EMPLOYEE WILL BE RATED ON THIS FACTOR NEXT YEAR.

FACTORS 13 AND 14 ALLOW YOU TO DEVELOP JOB-SPECIFIC FACTORS FOR A POSITION. THEY ARE **NOT** REQUIRED. USE ONLY IF THE SUPERVISOR WISHES TO DEVELOP FACTORS SPECIFIC TO THE INDIVIDUAL POSITION.

IF THE EMPLOYEE IS NOT A SUPERVISOR AND WILL NOT BE RATED ON THESE FACTORS, **AND** IF YOU HAVE NO JOB SPECIFIC FACTORS FOR THIS POSITION, YOU MAY DISCARD THE NEXT (LAST) PAGE OF THIS FORM.***

1=Poor* 2=Needs Improvement* 3=Meets Requirements 4=Exceeds Requirements* 5=Outstanding*

**Supporting Comments Required – see instructions*

11. WORK GROUP MANAGEMENT AND LEADERSHIP – Directing the activity of subordinates. *General Performance Standards.* Plans and assigns work effectively and fairly. Sets realistic, but challenging work goals. Facilitates subordinates in obtaining the resources, guidance, and training opportunities needed to perform at their best. Leads a work group that contributes to the achievement of organizational goals. Works closely with supervisory personnel to understand and implement program objectives. **Also consider any job-specific expectations listed under “GOALS” on the previous year’s PPR.**

Rating: Performance Review - Specific Notes About Performance:

This factor to be used next year?
 Y N

12. PERFORMANCE PLANNING AND REVIEW - Counseling and rating. *General Performance Standards.* Communicates performance expectations clearly. Conducts thorough and timely performance planning sessions with subordinates; documents subordinates' job performance and provides helpful feedback throughout the performance period. Submits PPR documents on time. Does fair performance appraisals. Avoids rating errors and biases. Does not allow personal feelings to affect the difficulty of expectations set or the level of rating selected. **Also consider any job-specific expectations listed under “GOALS” on the previous year’s PPR.**

Rating: Performance Review - Specific Notes About Performance:

This factor to be used next year?
 Y N

13. FACTOR:

Rating: Performance Review - Specific Notes About Performance:

This factor to be used next year?
 Y N

14. FACTOR:

Rating: Performance Review - Specific Notes About Performance:

This factor to be used next year?
 Y N