

Extension Performance Management Program for 1585, AP, APS, and CT Staff

MSU Extension recognizes the need for consistent review of performance across Institutes and MSU Extension. To this end, the following program has been developed for 1585, AP, APS, and CT staff. To support this need, [performance evaluations for support staff](#) should be reviewed/ discussed with the reviewing supervisor's immediate supervisor prior to a performance evaluation being conducted with their staff member.

- Examples:
 - A District Director would consult with the Associate Extension Director prior to completing an evaluation for a District or County Support employee.
 - A Department Manager (e.g., Communications, Events, Human Resources, etc.) would consult with their Department Director prior to completing an evaluation for their direct report(s).
 - An Associate Institute Director would consult with their Institute Director prior to completing an evaluation for their Executive Assistant or Transaction Assistant.

Note, the [Performance Management Program for Non-academic Programmatic Staff](#) is used for Extension 4-H Program Coordinators, Community Nutrition Instructors, and Program Instructors – refer to that document for performance evaluation information related to those groups.

What to do with completed forms:

- All MSU Extension non-academic performance evaluation forms/documents should be submitted to msue.hr@msu.edu for processing regardless of the instructions on the Performance Excellence website/forms stating they should be returned to Central HR. Extension HR will ensure these documents are properly processed with Central Human Resources once submitted to msue.hr@msu.edu.

Best practices for preparing an evaluation for review:

- Ask the employee to complete and return a [self-review](#) and the [Diversity, Equity and Inclusion & Extension Core Competency Self-Review for Non-academic Staff](#) (DEI & CC self-review) in time to consider this information while drafting the performance evaluation.
- Seek input from a sampling of other people the employee has worked with over the course of the last year to assist in drafting a more well-rounded performance evaluation.
- Remember the reasons for the Performance Management process and completing performance evaluations is to support the success and advancement of the employee and MSU Extension – keeping this goal in mind can help create positive messaging during performance evaluations.
- Tone is important.
 - Stating fact without using subjective or generalized statements is more impactful and neutral in tone.
 - Evaluate the tone of the performance evaluation, is it appropriate?
 - Does it support the message being delivered?
- Supervisors should refer to information available regarding the job duties and expectation of a specific employee including, but not limited to: position description, the employee's self-evaluation, DEI & CC self-review, letters/memos of expectations, goal setting forms, plans of work, etc., as the performance evaluation is drafted.
- Review your performance evaluation for subjective terms. For instance:
 - If you have written "great" is that statement supported by examples of what makes the performance stand out?
 - Does the description of work align with the approved performance evaluation level? Terms such as "Extraordinary", "Exceptional", "Above and beyond", etc., on a performance review marked as "Meets expectations" can seem conflicting.

Must-dos when completing forms:

- A performance evaluation should reflect an individual's legal name.

- A nickname may be used in a performance evaluation if the individual uses and goes by the nickname at work. To properly establish the use of the nickname the initial mention of the individual should include the legal name with a parenthetical nickname, see examples below:
 - Nicholas (Nik) Sway – to use the nickname Nik
- Each performance evaluation must include the employee's PERNum.
 - This can be found in EBS under Supervisor Tools. Bring up your direct report, the number is listed with that employee's profile.
- Review the performance evaluations for grammar and spelling.
- The use of acronyms (ex. VEND, SNAP, EFNEP, FUTP60, 4-H PC, etc.) is acceptable after spelling it out the first time it appears in the review. This will help if someone who knew nothing about Extension needed to read the evaluation.
 - For example: "She is a valuable member of the Nutrition and Physical Activity (NPA) team in District 17. With her assistance the NPA team has developed several new partnerships."
- Reviews should include enough detail and specific examples to sufficiently support the performance level of the employee (attach additional pages to the review, as needed).

Notes about timelines & deadlines:

- Evaluations are considered complete on the date the employee signs the evaluation.
- Supervisors drafting a performance evaluation for their 1585, AP, APS, or CT staff should consider consultation with their direct supervisor to allow for completion of the annual evaluation prior to or on the evaluation due date.