

What to do if your employee may fall into the **Does Not Meet Expectations, Developing, or Exceeds Expectations** categories during an annual review.

Supervisors who believe they have an employee whose performance will result in:

- **“Exceeds Expectations”** should prepare the evaluation and forward it to Extension Human Resources and the appropriate Institute Director and District Coordinator for review at least six working days before meeting with the employee. A review will take place and feedback will be provided.
- A supervisor who expects an employee needs additional assistance in learning, completing and/or performing the tasks of their position and are therefore **“Developing”** should discuss with Extension Human Resources at least six working days in advance of any meeting with the employee. A draft of the evaluation should be forwarded to Extension Human Resources for review and discussion.
- As has always been the case, if a supervisor believes an employee’s performance should be classified as **“Does Not Meet Expectations”** this should be discussed with Extension Human Resources, at least six working days in advance of any meeting with the employee. A draft of the evaluation and the proposed Performance Improvement Plan should be forwarded to Extension Human Resources for review and discussion.

Allowing for the review of this information in advance of communication with employees will allow for guidance to be given as needed to ensure levels are being assigned in as consistent a manner as possible and assist in providing baseline information for the Administrative team to consider as processes are developed regarding the Performance Excellence process.

Review the information below to assist with the assignment of performance levels during annual reviews; additional examples are available on the Performance Evaluation Form (<https://hr.msu.edu/performanceexcellence/forms.html>):

Does not meet expectations might look like an employee who does not meet expectations on many, if not all, duties and goals, and/or does not consistently demonstrate MSU and MSU Extension core values.

Employee who are classified as **Developing** partially meet expectations, duties and goals, but select improvements are necessary. Generally demonstrates MSU and MSU Extension core values.

A staff member who is **Meeting expectations** is doing very well and consistently meets expectations on most, if not all, duties and goals; also demonstrates MSU and MSU Extension core values.

To classify as **Exceed expectations** the individual should consistently exceeds expectations on most, if not all, duties and goals in an outstanding way, while consistently making exceptional contributions towards MSU and MSU Extension and demonstrating commitment to MSU and MSU Extension core values.