

MSU Extension Annual Performance Evaluation Date Alignment for Non-academic Programming Staff

For the purpose of this document, the term “employees” will refer to all non-academic programming staff (Community Nutrition Instructors, 4-H Program Coordinators, and Program Instructors. This does NOT include CT, County Support, AP or APS staff members).

In 2017, MSU Extension began the process of aligning evaluation due dates for all non-academic programming staff. This document contains information for aligning new employees to the appropriate evaluation date*.

- **AABI and CYI evaluations are due April 1st each year.**
 - AABI and CYI staff hired on or after April 2nd through October 31st will be aligned with the next April 1st performance evaluation date immediately following their first annual evaluation.
 - AABI and CYI staff hired on or after November 1st through March 31st will be aligned with the April 1st performance evaluation date in the year following their first annual evaluation.
- **GMI and HNI annual evaluations are due by July 1st each year.**
 - GMI and HNI staff hired on or after July 2nd through January 31st will be aligned with the next July 1st performance evaluation date immediately following their first annual evaluation.
 - GMI and HNI staff hired on or after February 1st through June 30th will be aligned with the July 1st performance evaluation date in the year following their first annual evaluation.

Examples					
Institute	Date of Hire	**Interim Review Due (6-month)	**1st Annual Evaluation/Probationary Review Due	Date of 1 st Alignment with Institute	Time Between Probationary and 1 st Alignment
AABI & CYI	April 2, 2018	October 2, 2018	April 2, 2019	April 1, 2020	+/- 12-months and 1 day
	October 31, 2017	April 30, 2018	October 31, 2018	April 1, 2019	+/- 5-months
	November 1, 2017	May 1, 2018	November 1, 2018	April 1, 2020	+/- 16-months
GMI & HNI	July 2, 2017	January 2, 2018	July 2, 2018	July 1, 2019	+/- 12-months and 1 day
	January 31, 2018	July 31, 2018	January 31, 2019	July 1, 2019	+/- 5-months
	February 1, 2018	August 1, 2018	February 1, 2019	July 1, 2020	+/- 16-months

*Employees will aligned with the evaluation date of their primary Institute.

**If a supervisor is seeing signs that a new employee is not performing successfully, or is not meeting expectations in the position, Extension HR should be contacted as soon as possible.