Timeline for Agent Performance Evaluations- 2018

**June 15**th – SAP/Performance Factors Open for **Agent** Self Evaluations

**July 15**th - KERS reports (Statistical, Meetings and Activities, Success Stories, SNAP Ed reports,...) submitted.

**August 1**st - All Agent Self Evaluations and 4-H Access/ES-237 Report submitted.

**September 15**th - **District Directors** review all documents and complete agent evaluations in SAP/Performance Factors and notify **Assistant Directors**. **Assistant Directors** will begin review of agent ratings.

**October 15**th - **District Director** will have collaborated with **Assistant Directors** on remarks and scores (Please let Jeff know if there are disagreements over scores that could not be worked out prior to November 4th meeting).

**November 2**nd - Meeting of Assistant Directors and Director

**November 15**th – 2017-18 Evaluation Cycle complete

**November 21**st – Tentative Date for Agent PE Letters to be mailed

**February 15**th – One on One Meetings with Agents Complete

Agent Rating Scale – 2017-18

1.0-1.99 = 1

2.0 – 2.49 = 2

2.5 – 3.49 = 3

3.5 + = 4