

OSUE Annual Performance Report Help Sheet

The following pages contain an outline showing what will be included in the OSU Extension Annual Performance Report generated from Research in View (RiV). Information in [brackets] is to help show where data will be entered in RiV.

This report will be used annually for program staff (e.g., educators, program assistants, program coordinators, specialists, etc.) in the performance review process. What is entered in RiV and thus what is included in the Annual Performance Report will vary across job groups.

For example:

- EFNEP and SNAP-Ed program assistants – data on programming is submitted via monthly reports and is not entered in RiV. At a minimum, EFNEP and SNAP-Ed program assistants should enter performance and professional development goals as well as activity related to service and awards.
- Program assistants and program coordinators – should include data on teaching/programming as well as performance goals, professional development goals, and activity related to service and awards.
- Educators – should enter data in all applicable sections.

All program staff should use the performance and professional development goals sections. Check with your supervisor if you have questions about what data you should enter in RiV.

+++++++

To generate your report...click on the DOCUMENTS menu in RiV and then:

1. Select “Extension Annual Report” from the left-hand menu.
2. To change the time frame of your report, select the edit icon (pencil in an orange box) next to “Period” in the left hand menu. Enter the appropriate dates in the pop-up window and select “SAVE”. When printing your Extension Annual Performance Report, you must use **01/2016 to 12/2016** as your date range or your report will NOT print properly.
3. A DRAFT of your report will appear in the working window of RiV.
4. To generate a PDF of your document, click on the PDF icon (📄) in the upper right-hand side of the RiV window (located below “Sign out”).
5. Save the resulting PDF.
6. **Your supervisor should tell you how they would like your report submitted to them. Please check over your report before sending it to your supervisor.**



OSU Extension Annual Performance Report

Report Timeframe: xx/xxxx – xx/xxxx [*Edit “Period” on the DOCUMENTS tab to enter correct dates*]

Run Date: xx/xx/xxxx [*RiV automatically enters*]

Contact Information [*Information pulled from OSU HR. If incorrect contact CFAES HR for assistance*]

Name:

Emp. ID: [*MY ACCOUNT...Edit Preferred Personal Information...click “SAVE” button*]

[email:](#)

Phone:

Specialization(s): [*NON-DOSSIER ITEMS...Extension...Specializations*]

Reviewing Performance

1. Progress on Performance Goals: [*NON-DOSSIER ITEMS...Extension...Performance Goals & Progress...select CURRENT for Year*]

2. Extension Teaching, Programs, and Curriculum Development

a. Extension Teaching: [*TEACHING... Extension & Continuing Education Instruction*]
Teaching outlined in the following table is information entered into Extension and Continuing Education Instruction activity type. Information entered into the Extension activity types is summarized under "b. Extension Programs" below.

b. Extension Programs: (**example on next page*) [*NON-DOSSIER ITEMS...Extension...Extension Programs with their summarized associated Extension Events with current year date*]

c. Extension Curriculum Development: [*NON-DOSSIER ITEMS...Extension...Extension Curriculum Development*]

3. Creative/Scholarly Work: [*CREATIVE WORKS – any creative works listed*]

4. Service [*SERVICE – any service listed – multiple sections*]

5. Awards [*INTRODUCTION - BIOGRAPHICAL INFORMATION...Awards / Honors - any awards listed – select award type as: Teaching, Research, or Service*]

6. Progress on Professional Development Goals: [*NON-DOSSIER ITEMS...Extension...Professional Development Goals & Progress...select CURRENT for Year*]

Performance Planning

7. Performance Goals for Upcoming Year (3 – 7 goals): [NON-DOSSIER
ITEMS...Extension...Performance Goals & Progress...select NEXT for Year]

8. Professional Development Goals for Upcoming Year (2 – 4 goals): [NON-DOSSIER
ITEMS...Extension...Professional Development Goals & Progress...select NEXT for Year]

9. Summary of Planned Programs (must enter days planned): [NON-DOSSIER
ITEMS...Extension...Extension Programs where “# of days planned” > 0]

Example Program Title 1, # days planned
Example Program Title 2, # days planned

+++++End Example Outline +++++

*1. **Example Program Title1**

PoA: 81-Business Retention and Expansion (Sig. Prog.)

Keywords: Abiotic disease, Accident prevention, Agri-business and cooperatives

Statewide Team: 4-H Cloverbud

Days Spent: 5

Funded by Grants?: Yes

Objectives:

Situation Description – Narrative of Situation Description

Target Audience – Narrative of Target Audience

Program Objectives – Narrative of Program Objectives

Outputs:

Activities/Products – Narrative of Activities/Products

Participation – Narrative of Participation

Outcomes:

Short Term (Change in Awareness) – Outcomes Narrative

Medium Term (Change in Behavior) – Outcomes Narrative

Long Term (Change in Condition) – Outcomes Narrative

Extension Team Member Names: Meg Buzzi, Chip Styer, Debby Lewis

Summary of Event Information for this Program:

No. of Volunteers: 5, Volunteer Hours: 5

Scope of Audience: Region

Direct Contacts: American Indian or Alaskan Native – 1 male, 9 female; Asian – 2 male, 8 female;

Black or African American – 3 male, 7 female; Hispanic or Latino – 4 male, 6 female

Total No. of Direct Contacts: 40

No. of Events: 13