





HRS Employee & Labor Relations

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MEMORANDUM

TO: All NMSU Supervisors and Primary HR Liaisons

THROUGH: Dr. Gena Jones,  Assistant Vice President
Human Resource Services

FROM: Donna Ottaviano, Senior Employee Relations Specialist 
HRS Employee and Labor Relations

DATE: December 10, 2019

SUBJECT: Annual Staff Performance Evaluation Period

Our annual staff performance evaluation process is fast approaching. Feedback on performance is one of the most important managerial responsibilities. The purpose of this memo is to give you the information and tools you need to process the evaluation forms properly. Please review carefully and let us know if you have any questions.

NEW INFORMATION: Beginning with the current evaluation period NMSU will transition to a new calendar year evaluation period. The 2019 evaluation period is March 1, 2019 – December 31, 2019. All future years will be January – December.

Supervisors must align **ALL** employee goals to a NMSU Leads 2025 goal in the 'Planning for Year Ahead' section of the evaluation (non-exempt and exempt forms) and in the Senior Administrator forms. Supervisors will also list an objective and action that **aligns directly to the NMSU Leads 2025 goals** and describe the measurement for the action item. The NMSU Leads 2025 goals may be found at <https://nmsu.edu/LEADS/goal1.html>. There will also be a link within the evaluation form. The User Guide for performance evaluations can be found at <https://hr.nmsu.edu/evaluations/> in the Forms section and a link will be provided within the evaluation form. An instruction sheet on how to align the goals is attached to this email. The following link is an instructional video showing the process for aligning 2019 Goal 1 and future goals <https://youtu.be/MzVjGbr3IKI>. See additional training opportunities on page 3.

Supervisors must review the goals that were already established for 2019 and ensure that **Goal 1** is aligned with a NMSU Leads 2025 goal. It must be verbatim from the list of Leads 2025 goals listed in the evaluation form.

EXEMPT TO NON-EXEMPT

There are approximately 180 staff whose overtime classification will change from Exempt to Non-Exempt on January 1 as a result of new FLSA rules regarding the payment of overtime. Those employees should be evaluated using the Exempt evaluation form. This will require that those employees be added to the supervisor's evaluation inbox prior to January 1. HRS Employee and Labor Relations staff will manually add those specific employees into the supervisor's evaluation inbox accordingly. When you access the system, if you see those employees already in the evaluation inbox, please do not delete them. After January 1, when their status changes to non-exempt, the system will link them to the non-exempt evaluation form.

The following information is in reference to the current evaluation process and electronic system:

Exempt and Nonexempt Evaluation Forms

All exempt and nonexempt evaluations, for the annual performance evaluation period, must be completed using the electronic evaluation form. Paper forms should only be submitted for nonexempt end of probation evaluations in accordance with NMSU Administrative Rules and Procedures, Rule 9.05. The overall rating will be numerically calculated within the electronic web application system. The electronic application will be available beginning December 16th. All electronic evaluation forms must be completed no later than **March 16, 2020**. The link to the electronic application is located at <https://evaluation.nmsu.edu>. The User Guide and helpful hints can also be found on this page.

We recommend using the following browsers when accessing the web application system: Mozilla Firefox, Chrome, Safari, or Internet Explorer 11. Versions of Internet Explorer below 11 may have difficulty with webpage display.

An optional companion document for exempt and nonexempt employees, called the *Self-Assessment Form*, is also available for supervisors to obtain feedback from their employees regarding their performance on the job, accomplishments, and training needs. The self-assessment form is available in a Microsoft Word version at <http://hr.nmsu.edu/evaluations/>. Please remember this document is for internal department use and is not required to be submitted to HR Services; however, **nonexempt** employees may request, through their supervisor, to have their completed self-assessment form submitted to HR Services to be filed in the official personnel file with their performance evaluation.

Please note: Term, temporary, or Post Doc employees DO NOT need to be evaluated.

General Guidelines for Completing Evaluations

Evaluation forms should be completed by the immediate supervisor (evaluator) and signed by the second level supervisor **prior** to review with the employee. The second level supervisor should ensure that the **Goal 1 for 2019 and ALL goals for the year ahead** are aligned properly to LEADS 2025 Goals. Immediate supervisors must discuss the evaluation with the employee and must obtain the employee's signature. The completed evaluation, including signatures and comments, must be provided to the employee within ten (10) working days of the supervisor's signature.

Tracking evaluation status

Supervisors have the ability to track the status of their employees' evaluations by logging into the evaluation application. Once an employee evaluation has routed to the Next Level Approver or to the employee, the Immediate Supervisor will see that the employee's evaluation has moved to his/her Sent Items box. It will indicate that the status is 'pending next level approval', 'in process by immediate supervisor', 'pending employee acknowledgement', etc. and it will indicate the name of the person it is pending action with.



Training Opportunities:

The ELR staff will be conducting face-to-face training sessions to provide information about the evaluation process and instructions on how to properly align the future goals. The performance evaluation training is set up in Training Central under the course name of "2020 Performance Evaluation Process". The link is below. This link will allow people to select which session they want to attend when they click the "Begin Registration" button.

<https://trainingcentral.nmsu.edu/Saba/Web/Main/goto/GuestCourseDetailURL?otld=cours00000000010093&callerPage=/learning/offeringTemplateDetails.xml>

There are currently 3 sessions set up for the following dates and times:

12/16/19	10:00 – 11:00	Center for Learning and Professional Development
1/13/20	9:00 – 10:00	Center for Learning and Professional Development
2/6/20	9:00 – 10:00	Hardman Jacobs Room 206

The following link is an instructional video showing the process for aligning 2019 Goal 1 and all future goals <https://youtu.be/MzVjGbr3IKI> .

CLPD may be contacted at 575-646-7444 or by email at training@nmsu.edu for further information.

If you have questions or if you need any assistance, please contact HR Services, Employee and Labor Relations at elr@nmsu.edu or (575) 646-2449.

Performance Period: March 1, 2019 - December 31, 2019
Exempt and Nonexempt Evaluation Form Due (electronic process): March 16, 2020