

Instruction Sheet for the 2020 Performance Evaluation Process

Effective January 1, 2020, NMSU has changed the evaluation period to a calendar year, January 1st through December 31st. The 2019 evaluation period is shortened from March 1st through December 31st, 2019. Evaluations are due March 16, 2020. Subsequent evaluation periods will follow the calendar year schedule. As we transition with these dates and the adoption of LEADS 2025, supervisors will need to make changes as described below:

Evaluation of Past Period Performance - 2019

Section 1 Part 3: Assessment of Achievement of Goals

As an essential part of the strategic plan, supervisors must ensure **Goal 1** of each employees' performance evaluation is aligned with the LEADS 2025 Goal that best fits the unit/employee's role in the university system. Alignment of employee goals will allow the university to assess the overall progress being made toward the achievement of LEADS 2025. The four LEADS 2025 Goals are:

- Goal 1 Enhance Student Success and Social Mobility
- Goal 2 Elevate Research and Creativity
- Goal 3 Amplify Extension and Outreach
- Goal 4 Build a Robust University System

Supervisor Responsibility

In the "**Assessment of Achievement of Goals**" in **Section 1 Part 3**, the supervisor will enter, and/or ensure that they have entered, the exact Leads 2025 Strategic Goal text in Goal 1. In doing so, the supervisor should enter the **verbatim** text of the LEADS 2025 Goal selected from the four strategic goals listed above by typing each one, or copying and pasting from above.

Figure 1, below, illustrates a general goal that may have been entered for the 2019 performance period, while Figure 2 illustrates how the LEADS 2025 should be entered. In this example, the rationale for aligning the 2019 goal with the LEADS 2025 Goal is that *supervisor training contributes to the development of stronger leadership which in turn contributes to building a robust university system.*

Figure 1: General goal that may have been entered last year.



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| Goal 1 Develop student employee discipline training for supervisors.  |
| Objective and Measurement Objective: To provide training to supervisors of student employees with regard to disciplinary actions and appeal rights. Measurement: Develop and rollout of training this performance period. |
| Comments ██████ |

Figure 2: How the goal should be entered or revised.

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| Goal 1 Build a Robust University System  |
| Objective and Measurement Objective: Cultivate faculty and staff excellence by identifying opportunities to enhance supervisor knowledge of and application of effective supervisory practices. Measurement: Facilitate (or offer) at least one course per quarter for supervisors on an employee relations management topic. |

Planning for the Year Ahead

Section 2 – Part – 1: Goals for the Year Ahead

The same process as above will apply for **all goals** of the 2020 Performance Evaluation, **Section 2 Planning for the Year Ahead; “Goals for the Year Ahead”**. When developing the employee “Goals for the Year Ahead” portion of the performance evaluation, the supervisor must enter the **exact, verbatim** text of the appropriate LEADS 2025 Goal that best fits their unit/employee’s role in the university system for the upcoming evaluation period.

New for the 2020 Evaluation Period

Supervisors are required to ensure that every goal for their employees is tied to a LEADS 2025 Goal.

Objectives and Actions for each of the Leads 2025 Strategic Goals may be used as a guiding tool and can be found at <https://www-1888.nmsu.edu/LEADS/goals.html>; however, departments are also encouraged to use their own objectives and measurements that best fit the LEADS 2025 Strategic Goal to align with the employee’s job duties.

Reviewer Responsibility

Next Level Reviewers/Approvers will be responsible for ensuring that the instructions above were followed in changing the first goal of the 2019 evaluation Goal 1 to a LEADS 2025 Goal and that each upcoming year evaluation goal is tied to a LEADS 2025 Goal.

For questions regarding these instructions, please call Employee and Labor Relations at 575-646-2449.