



Office of People Relations

MSC 3HRS
New Mexico State University
P.O. Box 30001
Las Cruces, NM 88003-8001
575-646-2449, fax: 575-646-4556
opr@nmsu.edu

MEMORANDUM

TO: All NMSU Regular Staff

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

FROM: Donna Ottaviano, People Relations Consultant
Office of People Relations

DATE: December 4, 2023

SUBJECT: Annual Staff Performance Evaluation Period

Our annual staff performance evaluation process is just around the corner. Feedback on performance is one of the most important managerial responsibilities. The purpose of this memo is to give you information and tools to assist with the process. This year, the theme is ***Make it Happen, Make it Matter***. Please review the information carefully and let us know if you have any questions.

Performance Period: January 1, 2023 - December 31, 2023
Exempt and Nonexempt Evaluation Forms Due (electronic process): March 16, 2024

The electronic web application will be available beginning December 4th. The link to the electronic application is located at [Evaluation Log In](#).

Some employees are still working remotely or a combination of remote and in person. If you aren't able to meet in person to review the evaluation, plan to meet through Zoom, Teams or another video format. It's more personal and conducive to open dialogue.

Please note: Faculty, Term, temporary, student employees or Post Doc/Graduate Assistant employees ARE NOT evaluated using the electronic system.

Why is the Annual Staff Performance Evaluation Process Important?

The annual evaluation is much more than just rating job competency categories:

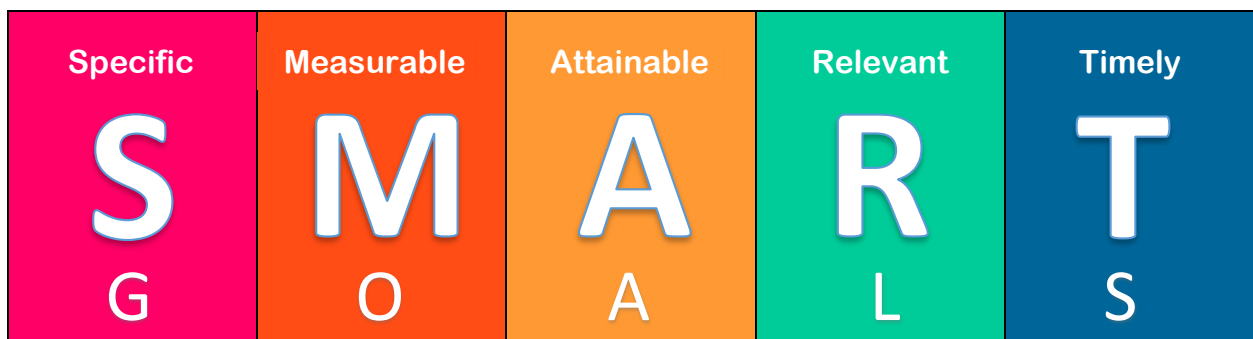
- Promote Communication - Employee performance should be discussed throughout the evaluation period, not just at the evaluation meeting. An open line of communication encourages higher quality work, understanding of essential policies, and a relationship of trust.
- Provide Useful Feedback- A better working relationship can be achieved when both parties supply feedback about job responsibilities and performance. Your feedback to the supervisor also lets them see things from your perspective so a fair and balanced rating can be given.
- Contribute to Professional Development - Collaborating with your supervisor to identify growth opportunities will assist you in becoming successful and achieving career goals.
- Instill Confidence - When you receive regular evaluations and are encouraged to take independent actions, you know that your knowledge, skills and abilities are appreciated and valued. When your supervisor documents their satisfaction with your work, it shows that you are capable of performing your job duties, instilling confidence and giving you a reason to stay.
- Refocus Work - By receiving feedback on projects you have completed, you can remember why your work matters. Your supervisor also has a chance to reiterate NMSU's Strategic goals and how your work contributes to the overall outcome.

What is meant by *Make it Happen, Make it Matter*?

Every day we make it happen....and what we do matters! We make it happen by assessing needs, establishing goals, setting milestones, (sometimes pivoting), determining the timeline and hitting the bullseye. Everything we do, across all disciplines, departments and systems matters to NMSU's mission. The process of setting goals is not only done during the Annual Evaluation process. We do it all year. It's how we get our good work done.

Goal Setting

This year's focus is on the goal setting process.



Why are SMART goals more beneficial than a regular goal?

SMART goals help you set clear targets, so you can avoid vague or confusing goal language. It provides a well-defined roadmap and finish line. With SMART goals, you know exactly what you want to achieve and when you expect to achieve it. You've verified that these goals are realistic and achievable.

The SMART method helps push you further, gives you a sense of direction, and helps you organize and reach your goals.

A quick [training module](#) is available to further explain how to set goals using the SMART method.

Once again, you will be expected to align all your goals for 2024 to one of the six LEADS 2025 goals. The electronic evaluation system has drop-down menus to help you select the appropriate goal. The NMSU Leads 2025 goals may be found at <https://leads2025.nmsu.edu/>. There will also be a link within the evaluation form.

Technology Requirements

When accessing the web application system, we recommend using one of the following browsers: Mozilla Firefox, Chrome, or Safari.

You must use VPN (Remote Access) if accessing the system off-campus, or on a non-NMSU network. If experiencing problems with access, or the VPN download visit [VPN Install Instructions](#)

For additional assistance contact the IT Help desk:

- 575-646-1840
- help@nmsu.edu
- Virtual helpdesk Zoom meeting ID: icthelpdesk

Self-Assessment

An optional, but **highly recommended** companion document for employees is the *Self-Assessment Form*. This is a valuable tool that provides your supervisor with feedback regarding your performance, accomplishments, challenges, goals and training needs. Don't wait for your supervisor to ask for it, complete it now and give your supervisor a head start.

Use the following links to assist with the Self-Assessment Process:

[Self-Assessment Form](#). Remember that this document is for internal department use and doesn't require submittal 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.

[Completing a Self-Assessment](#). This is a brief PowerPoint presentation on the purpose for a Self-Assessment and 5 Tips for Writing a Self-Assessment, from the employee's perspective.

Evaluation Flow

1. Evaluations are completed by the supervisor in the system.
2. The supervisor schedules a meeting with the employee to discuss the evaluation.
3. After reviewing the evaluation with the employee, the supervisor signs the evaluation in the system, which automatically routes it to the employee, via a link in an email.
4. The employee signs the evaluation.

Reminder: The deadline to complete all the steps above is March 16, 2024.

Training Opportunities:

The following Zoom sessions are scheduled to provide guidance on the evaluation process, competencies and ratings.

December 13	Wednesday	1:30pm - 2:30pm	https://nmsu.zoom.us/j/83268090176
January 3	Wednesday	2:00pm – 3:00pm	https://nmsu.zoom.us/j/82464746933
January 9	Tuesday	9:00am – 10:00am	https://nmsu.zoom.us/j/82318773464
January 19	Friday	1:30pm – 2:30pm	https://nmsu.zoom.us/j/89737897887
January 25	Thursday	3:00pm – 4:00pm	https://nmsu.zoom.us/j/89012976387
February 5	Monday	2:30pm – 3:30pm	https://nmsu.zoom.us/j/83368684872
February 13	Tuesday	9:00am - 10:00am	https://nmsu.zoom.us/j/84348995429
February 22	Thursday	2:00pm – 3:00pm	https://nmsu.zoom.us/j/85385761405
February 28	Wednesday	9:30am - 10:30am	https://nmsu.zoom.us/j/82950367426
March 5	Tuesday	11:00am - 12:00pm	https://nmsu.zoom.us/j/89288399397

We encourage you to pre-register for any of the above courses through [Training Central](#), “2024 Performance Eval Training.”

If you have any questions, please contact the Office of People Relations at OPR@nmsu.edu or call our office at 575-646-2449 to speak with one of our subject matter experts:

Maura Gonsior, Director
Donna Ottaviano, Consultant
Debbye Omlie, Assistant

Joell Austin, Consultant
Sarah Wheeler, Consultant