



## Office of People Relations

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## MEMORANDUM

**TO:** All NMSU Regular Staff

**FROM:** Yvette Benitez, Acting Director  
Office of People Relations

**DATE:** January 8, 2026

**SUBJECT:** Annual Staff Performance Evaluation Period

Our annual staff performance evaluation is beginning. Feedback on performance is one of the most important managerial responsibilities. The purpose of this memo is to provide you with the necessary information and tools to assist with the process. This year, the theme is ***Building a Culture of Trust***. Please review the information carefully and let us know if you have any questions.

**Performance Period: January 1, 2025 - December 31, 2025**

**Exempt and Nonexempt Evaluation Forms Due (electronic process): March 31, 2026**

**\*\*Please note:** Faculty, Term, Temporary, Student Employees, or Post Doc/Graduate Assistant employees **ARE NOT** evaluated using the electronic system.

The electronic web application will be available beginning January 12<sup>th</sup>, 2026. The link to the electronic application is located at [Evaluation Log In](#).

### ***Building a Culture of Trust?***

***Building a Culture of Trust*** means creating an environment where transparency, accountability, and open communication are the foundation of how we work together. Trust grows when people feel safe sharing ideas, voicing concerns, and offering feedback without fear of judgment or repercussions. By fostering honesty and mutual respect, we strengthen relationships throughout the organization and empower individuals to take ownership of their work. A culture of trust not only enhances collaboration and decision-making but also drives engagement and performance, as everyone feels valued, supported, and aligned toward shared goals.

### **Performance Review Conversation**

The most important aspect of a performance review is the review conversation. Preparing for the conversation will help guide a productive conversation. Consider what to communicate and what you want to learn:

- Review accomplishments, strengths, obstacles, and areas for development
- Consider achievement towards goals and what might be needed moving forward
- Determine the most important messages to convey
- Determine the right setting and amount of time needed for the conversation
- Be prepared to give and receive feedback

During the performance review conversation, the manager and employee should:

- Review any agreed-upon “next steps” or commitments from the most recent performance conversation
- Review successes since the last conversation, making sure to identify specific results achieved
- Review any obstacles encountered since the last conversation. Why did they arise? What are some possible ways to deal with them?
- Establish SMART goals for moving forward (Specific, Measurable, Attainable, Realistic, Time-bound). [Setting SMART Goals](#)

## 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) when accessing the system from off-campus or a non-NMSU network. If you experience problems with access or the VPN download, please visit the [VPN Install Instructions](#).

For additional assistance, contact the IT Help Desk:

- 575-646-1840
- [help@nmsu.edu](mailto: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](#). Please note that this document is for internal department use only and doesn’t require submission to HR Services. However, **nonexempt** employees may request, through their supervisor, that their completed self-assessment form be submitted to HR Services for filing in their official personnel file along with their performance evaluation.

[Completing a Self-Assessment](#). This is a brief PowerPoint presentation on the purpose of a self-assessment and five 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 31, 2026.

## Training Opportunities:

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

January 16	Friday	1:30 pm – 2:30 pm	<a href="https://nmsu.zoom.us/j/83951670199">https://nmsu.zoom.us/j/83951670199</a>
January 22	Thursday	3:00 pm – 4:00 pm	<a href="https://nmsu.zoom.us/j/89146667479">https://nmsu.zoom.us/j/89146667479</a>
January 30	Friday	2:00 pm - 3:00 pm	<a href="https://nmsu.zoom.us/j/87612966526">https://nmsu.zoom.us/j/87612966526</a>
February 2	Monday	2:30 pm – 3:30 pm	<a href="https://nmsu.zoom.us/j/89356937175">https://nmsu.zoom.us/j/89356937175</a>
February 10	Tuesday	9:00 am - 10:00 am	<a href="https://nmsu.zoom.us/j/87856308774">https://nmsu.zoom.us/j/87856308774</a>
February 19	Thursday	2:00 pm – 3:00 pm	<a href="https://nmsu.zoom.us/j/82999239666">https://nmsu.zoom.us/j/82999239666</a>
February 25	Wednesday	9:30 am - 10:30 am	<a href="https://nmsu.zoom.us/j/82179440233">https://nmsu.zoom.us/j/82179440233</a>
March 3	Tuesday	11:00 am - 12:00 pm	<a href="https://nmsu.zoom.us/j/82731712580">https://nmsu.zoom.us/j/82731712580</a>
March 9	Wednesday	9:00 am – 10:00 am	<a href="https://nmsu.zoom.us/j/85232212953">https://nmsu.zoom.us/j/85232212953</a>
March 19	Thursday	2:00 pm – 3:00 pm	<a href="https://nmsu.zoom.us/j/85029978840">https://nmsu.zoom.us/j/85029978840</a>
March 23	Monday	9:30 am – 10:30 am	<a href="https://nmsu.zoom.us/j/82521064776">https://nmsu.zoom.us/j/82521064776</a>

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

**Yvette Benitez, Acting Director**

**Joell Austin, Consultant**

**Michael Butts, Consultant**

**Monica Hoyle, Consultant**