

2026

*ANNUAL STAFF EVALUATION
PROCESS*

BUILDING A CULTURE OF TRUST



BE BOLD. Shape the Future.

2026 Annual Staff Evaluation Process

- Evaluation period is January 1 – December 31, 2025.
- Due date: **March 31, 2026**
- System is open – January 12, 2026

Who is Evaluated in the Electronic System?

- Regular exempt and non-exempt employees who were employed during the period January 1 – Dec 31, 2025
 - Including all new hires in that period, regardless of their hire date
- Faculty, Term, Temporary, Student, and Post Doc/GA employees **are not evaluated** using this system
- Electronic evaluations are part of the official personnel file.
- Recommended browsers:
 - Firefox, Chrome, Safari
- VPN required if working remotely

Building a Culture of Trust

- Focus of this year's performance evaluations
- Emphasizes how we work together
- Trust as the foundation of our culture

“Culture of Trust” Meaning

- **Transparency in actions and decisions**
- **Accountability at all levels**
- **Open and honest communication**

How Trust is Built

- People feel safe sharing ideas
- Concerns can be raised without fear
- Feedback is welcomed and respected

Why Trust Matters

- **Strengthens relationships across the organization**
- **Encourages ownership and responsibility**
- **Supports collaboration and better decision-making**

Impact of Engagement and Performance

- Employees feel valued and supported
- Strong alignment with shared goals
- Increased engagement and overall performance

What IS
Trust??



Value

- View the performance evaluation process as:
 - A chance to build trust and boost productivity, commitment, and morale for both the employee and supervisor.
 - Without trust, evaluations fail and become mere metrics instead of opportunities for development.

Purpose (Supervisor)

The staff performance evaluation processes are to:

- Assess and provide feedback about performance and achievement toward goals, as compared to the standard
- Establish a clear understanding of the department's expected performance and goals
- Identify key strengths
- Set individual goals and professional development for the next year

Purpose (Employee)

The staff performance evaluation processes are to:

- Discuss accomplishments, projects completed and challenges (internal and external)
- Clarify any areas of concern regarding expectations and standards
- Collaborate on goal setting and discuss training or development opportunities

Feedback during the evaluation meeting should be two-way, which leads to better communication and a relationship of trust.

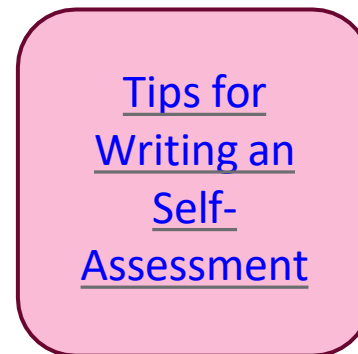
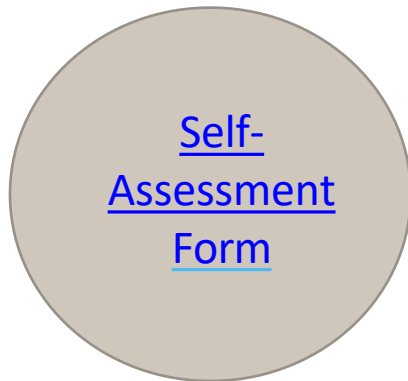
17 Powerful Phrases to Instantly Build Trust

1. I made a **mistake**, and here is what I'm doing to fix it.
2. **You were right** - I hadn't thought about it that way.
3. **I have your back**, no matter how this turns out.
4. I trust you to take the lead—**even if it doesn't go perfectly**.
5. Help me understand **your perspective**.
6. **This one's on me**—and here's my plan.
7. I appreciate **the extra effort you put in**—it didn't go unnoticed.
8. **Your success** matters to me personally.
9. You can be honest with me—**no judgement**.
10. **I've got you covered**—focus on what matters most to you.
11. This conversation stays **between us**.
12. **Your voice matters** here—thank you for speaking up.
13. You don't have to go through this alone—**I'm here for you**.
14. It's **ok if you're not ready**—I'll wait.
15. **Consider it done**—I own this completely.
16. You bring something to this that **no one else can**.
17. You have everything it takes to succeed—**I believe in you**.



Employee Self-Assessment

- Feedback is essential
- Helps establish a good rapport
- Consider a pre-evaluation meeting to discuss the self-assessment
 - Employee – To discuss content
 - Supervisor – To clarify any information



Constructive Feedback

- **Supervisors:**
 - Be open to receiving feedback yourself
 - Give examples
 - Acknowledge what was done well
 - Thank employees for their contributions
 - Hold employees accountable without blaming or shaming

Constructive Feedback

- **Employees:**

- Provide specifics about accomplishments
- Discuss challenges
- Offer suggestions or solutions
- Ask questions
- Discuss your career path and development opportunities

Performance Ratings



Core Competencies and Ratings

Achievement Toward NMSU Goals Unit & NMSU
Collaboration and Teamwork
Critical Thinking and Problem Solving
Interpersonal Effectiveness
Job Mastery
Organizational Awareness
Resource Management
Results Orientation and Execution
Self Awareness and Accountability
Service and Quality Focus
Valuing Different Perspectives
Leadership

<input type="radio"/> Unsuccessful/Unacceptable Performance
<input type="radio"/> Partially Successful Performance/Needs Improvement
<input type="radio"/> Successful/Effective Performance
<input type="radio"/> Superior/Highly Effective Performance
<input type="radio"/> Distinguished Performance and Role Model Status

Successful / Effective

Performance consistently meets the critical requirements of the position, continually achieves preset goals and performs with distinction. Performance is reliable and consistent in adding value to the work unit.



Superior/Highly Effective

Performance is continually and consistently superior, and regularly goes beyond what is expected. An exceptional contributor whose performance exceeds expectations on a consistent and sustainable basis.



Distinguished and Role Model Status

Clearly and consistently demonstrates extraordinary and exceptional accomplishment. Performs above and beyond expectations under exceptional circumstances. Others in similar roles rarely equal performance of this caliber.



Partially Successful

Performance does not consistently meet or occasionally falls below what is required of the position; improvement in specific area is required.

“Without trust, there can be no loyalty-and without loyalty, there can be no true growth.” –Fred Reichheld



Unsuccessful

Performance fails to meet minimum expectations for this role and immediate and sustained improvement is required.

Evaluation Form

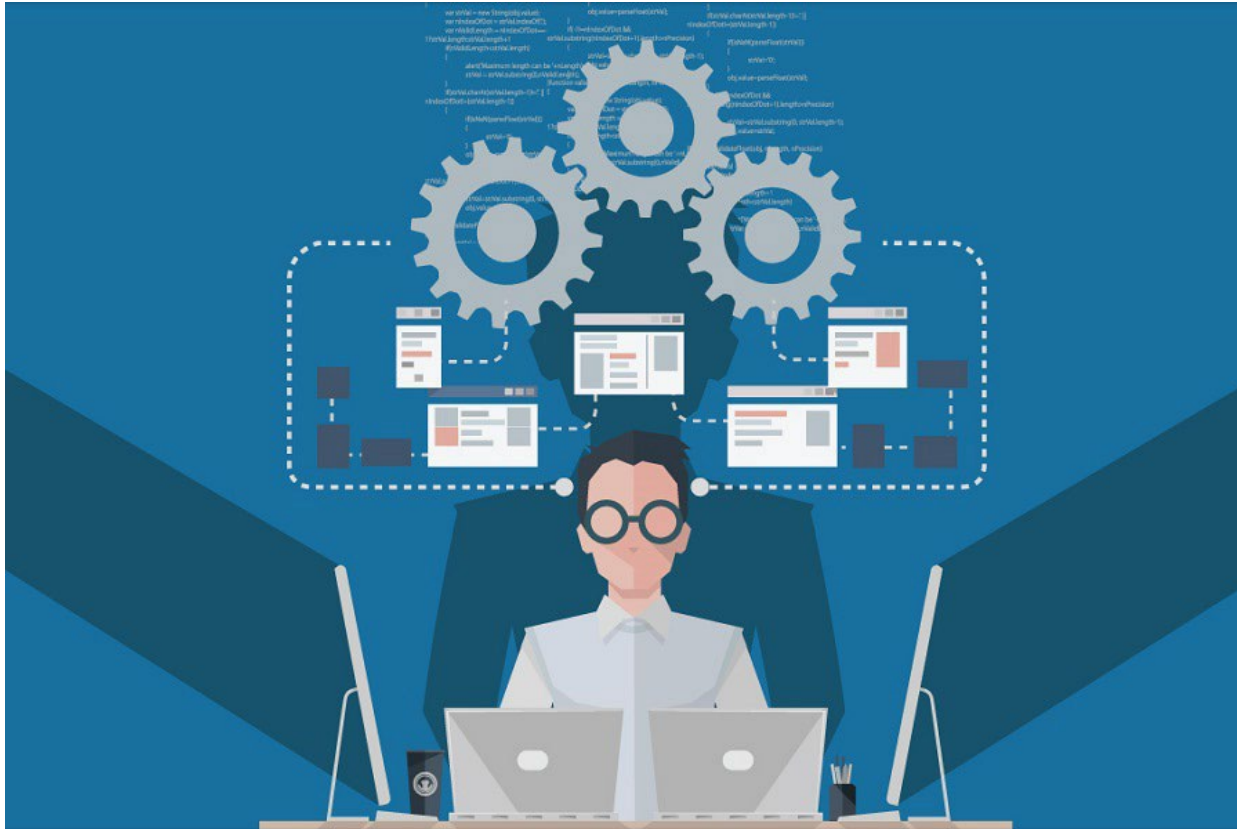
4. Interpersonal Effectiveness	Rating
Appears unprofessional or negative while interacting with others; shows insensitivity or disrespect to others.	<input type="checkbox"/> Unsuccessful/Unacceptable Performance
Interactions occasionally seem negative or unprofessional; sometimes appears insensitive or disrespectful to others.	<input type="checkbox"/> Partially Successful Performance/Needs Improvement
Consistently communicates with others in a professional, pleasant and cooperative manner; works effectively with co-workers and others.	<input type="checkbox"/> Successful/Effective Performance
Regularly demonstrates willingness to compromise and is understanding of others' viewpoint.	<input type="checkbox"/> Superior/Highly Effective Performance
Extremely professional and positive in communications and working relationships with all constituents.	<input type="checkbox"/> Distinguished Performance and Role Model Status
Evaluator Comments:	

Setting Goals - SMART



[Smart Goal Training](#)

Staff Evaluation Electronic System





Electronic Evaluation System Access

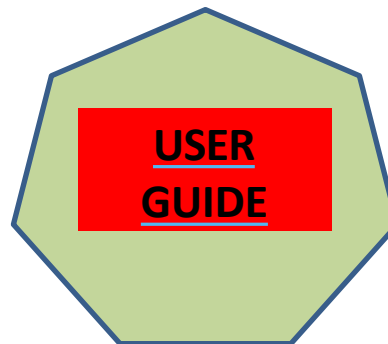
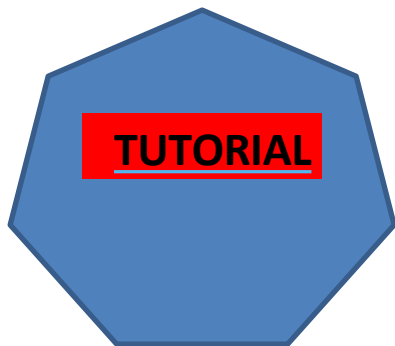
- Office of People Relations
 - Performance Management/Annual Evaluations webpage
 - [Annual Evaluations Home Page](#)
 - [System Login Page](#)

System Tutorial and User Guide

A video tutorial, with audio, has been created to walk you through using the electronic system, as well as a printed step by step user guide.

Employee: The tutorial will show you how to log into the system and how to access your previous year's evaluation.

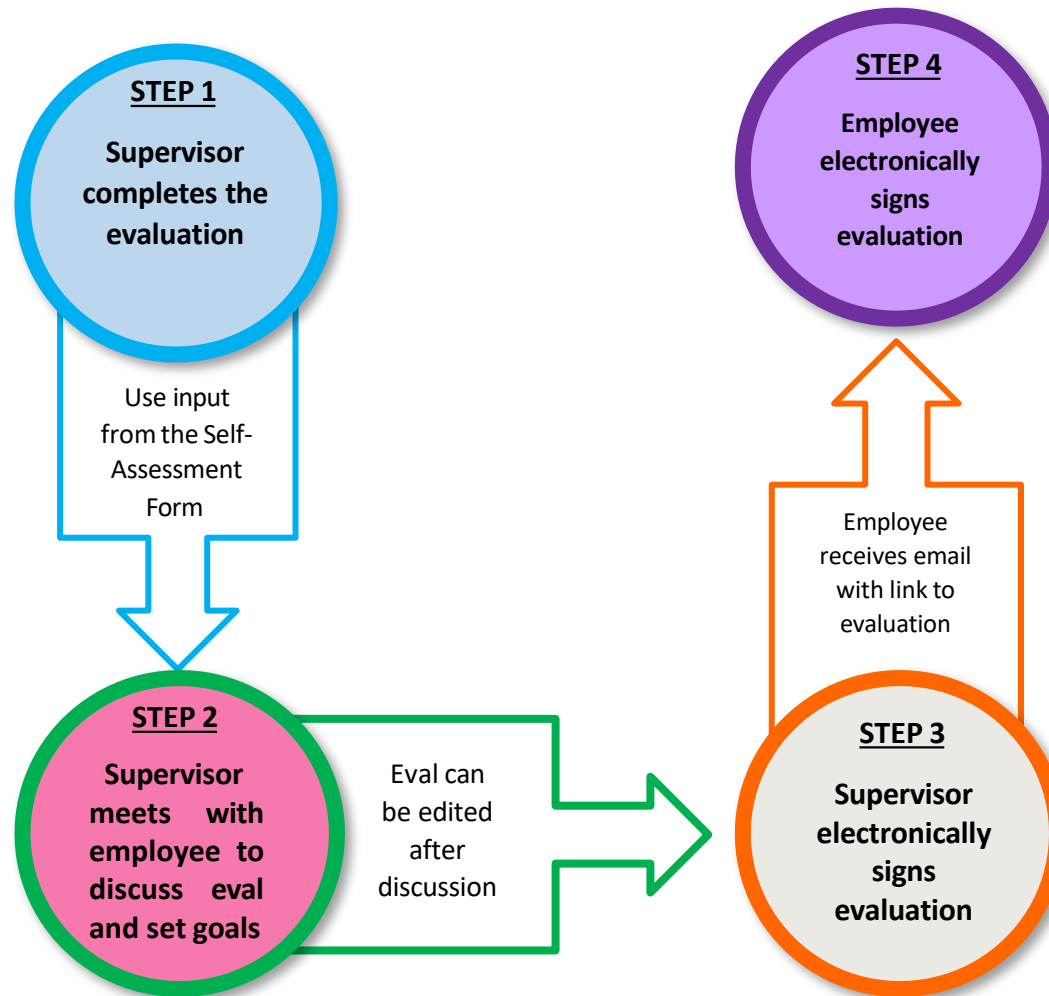
Supervisor: The tutorial will show you how to add your employees to your inbox and how to start, edit, track and complete/sign the evaluations.



Next Level Review

- The Next Level Supervisor may still want to review evaluations (outside of the system) prior to completion, but it is not required as part of the process.
 - A supervisor can download a pdf of the evaluation and email it to their supervisor for review.

Performance Evaluation Flow Chart





Special Circumstances

- If an employee transfers from one department to another or changes jobs during 2025:
 - The current supervisor completes the evaluation in the system.
 - The current supervisor works with the previous supervisor to gather feedback on performance and progress toward goals.

****Remove or cancel goals** that no longer apply or could not be completed because of the transfer.



Special Circumstances

- If an employee's probationary period ends between December 2025– February 2025:
 - Evaluation is completed in the system and is used as both the end of probation and the annual evaluation.
 - If a non-exempt employee, the supervisor prints the evaluation (saves to PDF) after completion and attaches it to the PAF to end the probationary period

Special Circumstances

- If an employee is on Family Medical Leave or another leave during the evaluation period:
 - Evaluation is completed in the system
 - When the employee returns from leave, the supervisor reviews the evaluation

****If the return is after the system is closed, the evaluation cannot be signed in the system. It can be saved as a PDF, printed, and signed by the employee. A signed copy can be provided to HRS for inclusion in the official personnel file.**

Special Circumstances

- A supervisor leaves NMSU during the evaluation cycle and doesn't complete their employee's evaluation
 - Someone else should be designated to complete the evaluation
 - The designee can search for the employee and add them to their inbox, or
 - Contact OPR, and we can place the evaluation in the supervisor designee's inbox.

****A PAF should be completed to update the Banner system to the new supervisor as soon as possible.**

Trouble with System Access

- Must use VPN if working off-campus, or on a non-NMSU network
 - Error Code “403 Access Denied”
- If experiencing problems with access or other system :
 - <https://it.nmsu.edu/>
- ICT Help Desk: 575-646-1840
 - help@nmsu.edu
 - Virtual helpdesk Zoom meeting ID: icthelpdesk



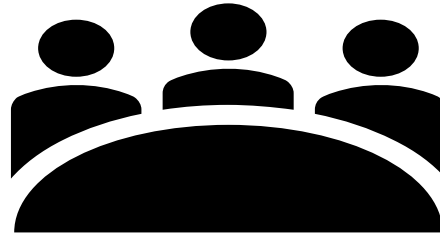
Survey





Resources

Office of People Relations – Performance Management /Annual Evaluations



Performance Management/Annual
Eval

Questions



Office of People Relations

575-646-2449 opr@nmsu.edu



BE BOLD. Shape the Future.