

2025

ANNUAL STAFF EVALUATION PROCESS

INSPIRE TO EXCEL

The logo for New Mexico State University, featuring the text "NM STATE UNIVERSITY" in a serif font, with "NM" on the top line, "STATE" in the middle, and "UNIVERSITY" at the bottom. The text is white and set against a dark red square background that also contains a white outline of the state of New Mexico.

NM
STATE
UNIVERSITY

BE BOLD. Shape the Future.

2025 Annual Staff Evaluation Process

- Evaluation period is January 1 – December 31, 2024.
- Due date: **March 17, 2025**
- System is open – December 4, 2024



Who is Evaluated in the Electronic System?

- Regular exempt and non-exempt employees who were employed during the period January 1 – Dec 31, 2024
 - 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**

Inspire to Excel

- Inspiring your team to excel is a rewarding experience that can boost morale, productivity, and performance.
- Inspiring your team to excel helps to build a strong team culture that fosters collaboration, communication, respect, diversity, and inclusion.

Example NOT to Follow





Value

- View the performance evaluation process as:
 - A chance to build a healthier, happier relationship for both the employee and supervisor
 - One of many tools that help the employee succeed.



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

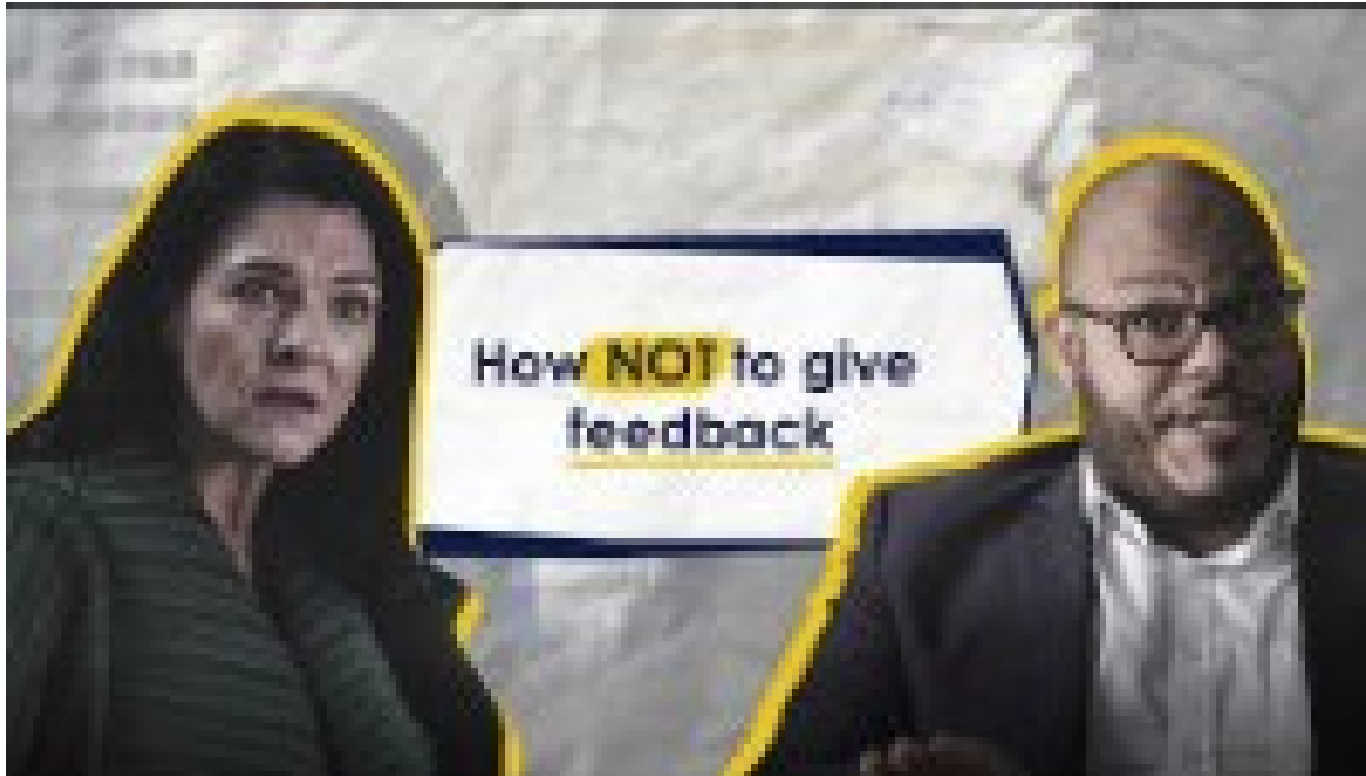
Purpose (Employee)

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 both-ways, which leads to better communication and a relationship of trust.

Performance Recognition!





Importance of Recognition!

- **Employees**

- The simple act of having your achievement acknowledged is a major boost to your morale and performance
- If you receive recognition regularly it is considered authentic
- It lets you know that your hard work and achievements aren't going unnoticed
- When you achieve a goal you feel good. When your achievement is recognized by others, the feeling is amplified.



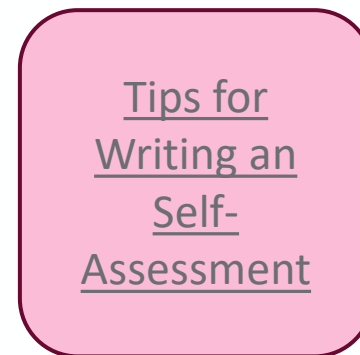
Importance of Recognition!

- **Supervisors**
 - **Providing recognition**
 - Improves loyalty
 - Helps with employee retention
 - Boosts productivity
 - Improves morale



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 Strategic Goals
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 Diversity and Inclusion
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.

“Success is not final; Failure is not Fatal: It is the courage to continue that counts.” – Winston S. Churchill





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



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10 TIPS TO IMPROVE YOUR PERFORMANCE REVIEWS

1. DON'T limit conversations to once or twice per year. It's important to deal with any problems as they arise; don't let them fester.
2. DO set performance goals and expectations at the beginning of the year so employees understand their responsibilities.



10 TIPS TO IMPROVE YOUR PERFORMANCE REVIEWS

3. DO explain how each employee's position, as well as each department, fits into NMSU's overall strategy. This will help employees understand why their job matters.
4. DO simplify the process. There's no need for a double-digit number of steps or numerous questions that require long-winded answers.



10 TIPS TO IMPROVE YOUR PERFORMANCE REVIEWS

5. DO consider a 360-degree approach. Input from employees' colleagues or from other managers can help give a fuller picture of employees' capabilities and contributions.
6. DON'T ignore employees who you don't always see. You may not see some of your reports as often as others, especially if they work remotely, but that doesn't mean they're not working hard.



10 TIPS TO IMPROVE YOUR PERFORMANCE REVIEWS

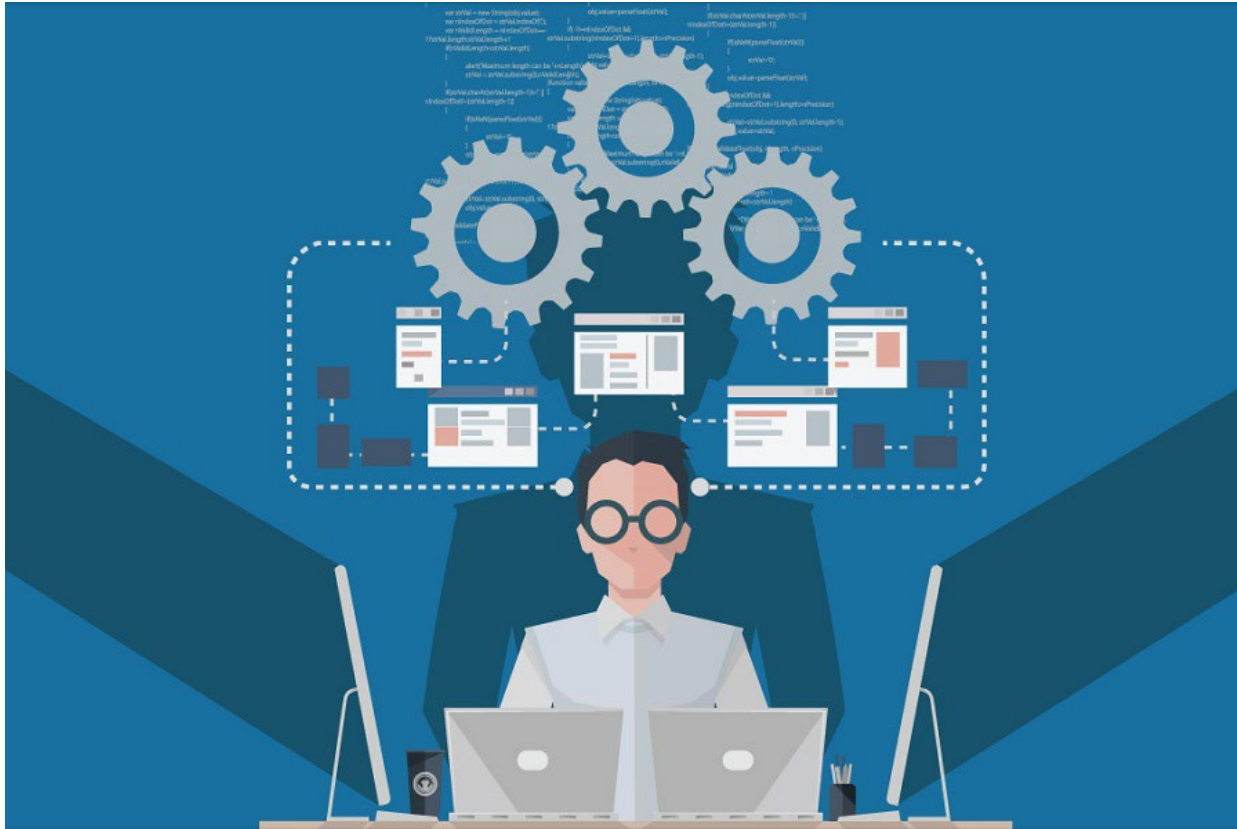
7. DO be sensitive to "recency bias," which is basing a review on an employee's most recent performance while ignoring earlier efforts. Don't let recent mistakes overshadow the employee's valuable accomplishments.
8. DO solicit feedback from employees. Reviews should be a two-way conversation, not a lecture.



10 TIPS TO IMPROVE YOUR PERFORMANCE REVIEWS

9. DO train managers to give advice calmly and helpfully. This is especially important when leaders must call out an employee's subpar performance.
10. DON'T discuss compensation during reviews. Employees are likely to be so focused on learning about a raise or bonus that they won't pay much attention to anything else.

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.

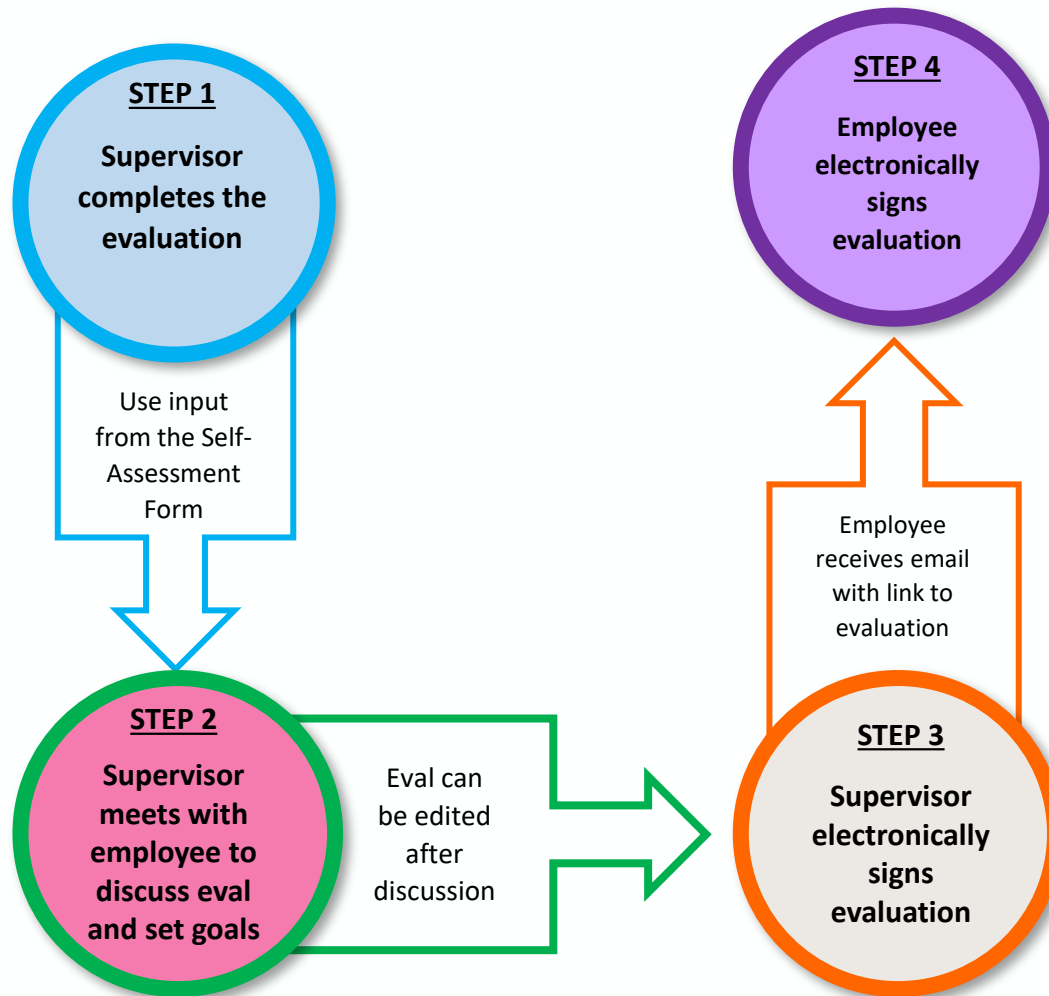


Next Level Review

- 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 2024:
 - The current supervisor does the evaluation in the system and collaborates with previous supervisor to get input on performance and progress toward goals
 - Cancel any goals that are no longer applicable or were unable to be completed due to the transfer



Special Circumstances

- If an employee's probationary period ends between December 2024– February 2025:
 - Evaluation is completed in the system and is used as both end of probation and annual
 - If a non-exempt employee, the supervisor prints the evaluation (saves to PDF) after completed 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 the 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 can be signed by the employee. A signed copy can be provided to HRS for inclusion into 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.

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 :
 - VPN download, [VPN Install Instructions](#)
- 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

[https://opr.nmsu.edu/performance-
management/annual-evaluations/index.html](https://opr.nmsu.edu/performance-management/annual-evaluations/index.html)



Questions



Office of People Relations

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