



2022

*STAFF EVALUATION  
UPDATES*

HRS – EMPLOYEE & LABOR RELATIONS



**BE BOLD.** Shape the Future.



# Changes – Why?

- Current form used since 2015
- Periodic reviews are necessary
- Preliminary review in 2019 but not implemented
- Survey Data indicated a need for improvement

*Change allows you to replace old and worn-out things with new ones, which are more beneficial.*



# Improvement Review Process

- Began in January 2021
  - Dr. Gena Jones – Sponsor
  - Maura Gonsior – Project Leader
- Committee assembled and met weekly
- Various reviews were conducted
- July 2021 Recommendations were prepared
  - [Staff Performance Evaluation Process Improvement Recommendations](#)



# Recommendations

- Electronic System
- ARP Language
- Self Assessment Form
- Approval process
- Ratings
- Competencies





# Performance Ratings





# 2023 Ratings

<u>FROM</u>	<u>TO</u>
Fails to meet Expectations	Unsuccessful/Unacceptable Performance
Needs Improvement	Partially Successful Performance/Needs Improvement
Meets Expectations	Fully Successful/Effective Performance
Exceeds Expectations	Superior/Highly Effective Performance
Exemplary	Distinguished Performance and Role Model Status





# Ratings

- Consistently rate performance using agreed upon standards

<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.

*“Our greatest weakness lies in giving up. The most certain way to succeed is always to try just one more time.” - Thomas Edison*





# Unsuccessful

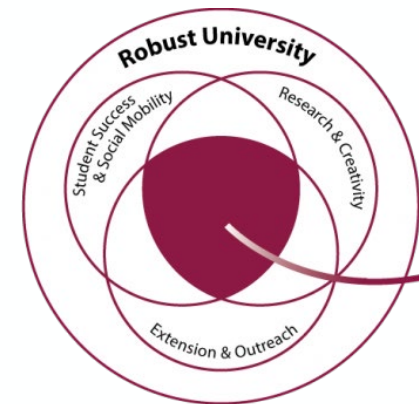
Performance fails to meet minimum expectations for this role and immediate and sustained improvement is required.

# 2023 Core Competencies

<u>CURRENT</u>	<u>NEW</u>
Job Knowledge	Achievement Toward NMSU Strategic Goals
Quality of Work	Collaboration and Teamwork
Customer Service	Critical Thinking and Problem Solving
Teamwork	Interpersonal Effectiveness
Use of Resources	Job Mastery
Productivity	Organizational Awareness
Problem Solving	Resource Management
Interpersonal Relations	Results Orientation and Execution
Ethics	Self Awareness and Accountability
Initiative	Service and Quality Focus
Time and Task Management	Valuing Diversity and Inclusion
Attendance and Punctuality	Leadership
Judgement	
Dependability/Initiative	
Adaptability	

# Achievement toward NMSU Strategic Goals

- Aware of LEADS 2025 goals?
  - What does the acronym stand for?
  - What are the 4 strategic goals?
- Understand which goal(s) their unit/dept supports?
- Do they know how their work contributes to the overall success?



# Organizational Awareness

- Is aware of how to get information
- Uses formal and informal networks
- Is aware of University operations and impact on community
- Keeps informed of unit or University policies and practices.



The Radar Effect



# Valuing Diversity and Inclusion

- Respects others' differences
- Welcomes ideas different from their own
- Recognizes contributions of others
- Seeks out other's input and perspective

*In simple terms, diversity is the mix and inclusion is getting the mix to work well together.*





# Self Awareness and Accountability

- Aware of strengths and weaknesses
- Follows through with meeting deadlines and goals with limited supervision
- Seeks additional skill and information
- Instead of blaming, acknowledges mistakes and is solution oriented



# Leadership

- Builds mutual trust and respect
- Provides clear communication and guidance to set expectations
- Coaches both successful and underperforming employees
- Delegates to empower and allow others to be responsible

*“Leadership is the art of getting someone else to do something you want done because he wants to do it.” – Dwight D. Eisenhower*

# Planning for the Performance Evaluation Process

1. How will your leadership best prepare for a successful staff performance evaluation process?
2. How can you best prepare your employees for the staff performance evaluation process?



# Resources

HRS Employee & Labor Relations – Evaluation & Performance Management

<https://hr.nmsu.edu/general-resources/evaluations.html>

- **100 Performance Appraisal Comments For Your Next Performance Review**
  - <https://blog.vantagecircle.com/appraisal-comments/>
- **Use Active Listening to Coach Others**
  - <https://www.ccl.org/articles/leading-effectively-articles/coaching-others-use-active-listening-skills/>

# Questions



## Employee and Labor Relations

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