

2023

ANNUAL STAFF EVALUATION PROCESS

ACCOUNTABILITY
AND
EXCELLENCE



BE BOLD. Shape the Future.

2023 Annual Staff Evaluation Process

- Evaluation period is January 1 – December 31, 2022.
- Due date: **March 16, 2023**
- System is open



Accountability and Excellence

- Accountability is accepting responsibility for your actions and being willing to own the outcomes of your choices, decisions, and actions.
- Excellence is the quality of excelling, of being truly the best at something.

Evaluation meeting example (Or is it?)





Value

- View the performance evaluation process as a chance to build a healthier, happier relationship for both you and the employee.
- View the performance evaluation as 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
- Set individual goals and professional development for the next year

The results of this process are used to make informed decisions on employee development, promotion, compensation and succession planning.

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 2-way, 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**
 - **Improve morale**



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.



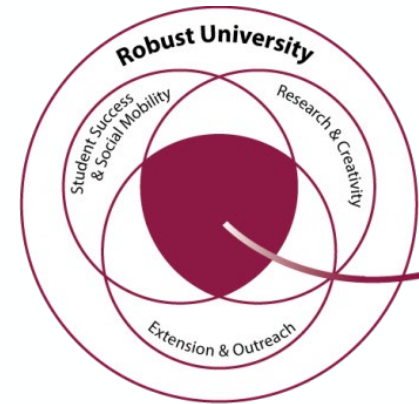
2023 Core Competencies

<u>OLD</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 you know how your 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



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



Valuing Diversity and Inclusion

- Respects others' differences
- Welcomes ideas different from your 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.



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

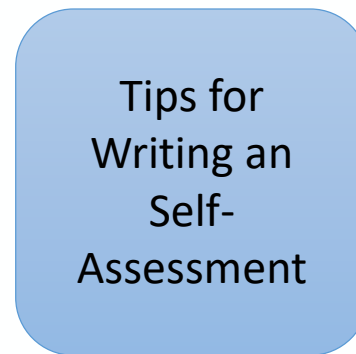
Evaluation Preparation





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

Staff Evaluation Electronic System





Who is Evaluated in the Electronic System?

- Regular exempt and non-exempt employees who were employed during the period January 1 – Dec 31, 2022
 - 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**



Electronic Evaluation System Access

- HRS Employee and Labor Relations
 - Evaluations and Performance Management webpage
 - <https://hr.nmsu.edu/general-resources/evaluations.html>
 - <https://evaluation.nmsu.edu/>
- MyNMSU username and password required

System Tutorial and User Guide

A video tutorial, with audio, has been created to walk you through using the electronic system.

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



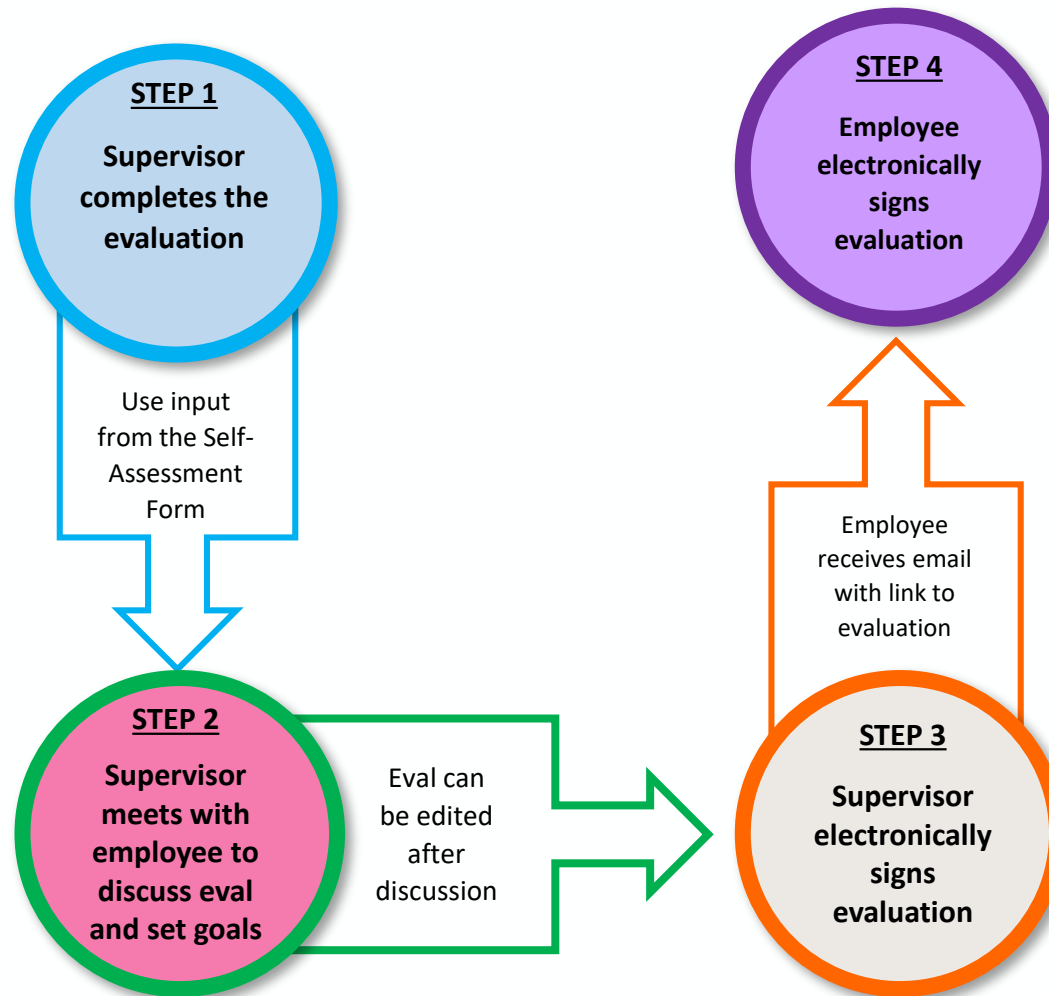


Next Level Approvers

- The requirement for the Next Level Supervisor to approve the evaluation in the system has been eliminated
 - The Next Level Supervisor may still want to review them (outside of the system) prior to completion, but it is not required as part of the process.



Performance Evaluation Flow Chart





Special Circumstances

- If an employee transfers from one department to another during 2022:
 - 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 2022– February 2023:
 - 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 after completed and attaches it to the PAF to end the probationary period

Special Circumstances

- If an employee is on FMLA 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.



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:
 - VPN download, <https://kb.nmsu.edu/search.php?q=vpn&cat=0>
- ICT Help Desk: 575-646-1840
 - help@nmsu.edu
 - Virtual helpdesk Zoom meeting ID: icthelpdesk



Survey

- Please take the survey – focus on the enhancements
 - One for employees after being evaluated
 - One for supervisors (please take only once as a supervisor)





Resources

HRS Employee & Labor Relations – Evaluation & Performance Management

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

Questions



Employee and Labor Relations

575-646-2449 elr@nmsu.edu