



Office of People Relations

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MEMORANDUM

TO: All NMSU Regular Staff

FROM: Donna Ottaviano, Director
Office of People Relations

DATE: December 6, 2024

SUBJECT: Annual Staff Performance Evaluation Period

Our annual staff performance evaluation process is just around the corner. Feedback on performance is one of the most important managerial responsibilities. The purpose of this memo is to give you information and tools to assist with the process. This year, the theme is *Inspire to Excel*. Please review the information carefully and let us know if you have any questions.

Performance Period: January 1, 2024 - December 31, 2024
Exempt and Nonexempt Evaluation Forms Due (electronic process): March 17, 2024
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 December 9th. The link to the electronic application is located at [Evaluation Log In](#).

What is meant by *Inspire to Excel*?

Inspiring your team to excel is a rewarding experience that can boost morale, productivity, and performance. One of the first steps to inspire your team to excel is to set clear and realistic goals that align with your vision, mission, and strategy. Providing feedback and recognition regularly, and trusting your team to make decisions, solve problems, and take ownership of their work. Another way to inspire your team to excel is to provide learning and development opportunities that help your team grow, improve, and advance their skills and careers. Help to build a strong team culture that fosters collaboration, communication, respect, diversity, and inclusion. Inspire your team to excel by leading by example, demonstrating the qualities, behaviors, and attitudes you expect from your team.



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.
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.
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.
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.
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.

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](#)

Once again, you will be expected to align all your goals for 2025 to one of the six LEADS 2025 goals. The electronic evaluation system has drop-down menus to help you select the appropriate goal. The NMSU Leads 2025 goals may be found at <https://leads2025.nmsu.edu/>. There will also be a link within the evaluation form.

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) if accessing the system off-campus, or on a non-NMSU network. If experiencing problems with access, or the VPN download visit [VPN Install Instructions](#)

For additional assistance contact the IT Help desk:

- 575-646-1840
- 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](#). Remember that this document is for internal department use and doesn't require submittal to HR Services. However, **nonexempt** employees may request, through their supervisor, to have their completed self-assessment form submitted to HR Services to be filed in the official personnel file with their performance evaluation.

[Completing a Self-Assessment](#). This is a brief PowerPoint presentation on the purpose for a Self-Assessment and 5 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 17, 2025.

Training Opportunities:

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

December 18	Wednesday	1:30pm - 2:30pm	https://nmsu.zoom.us/j/86200879983
January 3	Wednesday	2:00pm – 3:00pm	https://nmsu.zoom.us/j/81471777494
January 7	Tuesday	9:00am – 10:00am	https://nmsu.zoom.us/j/89614599706
January 17	Friday	1:30pm – 2:30pm	https://nmsu.zoom.us/j/82188088671
January 23	Thursday	3:00pm – 4:00pm	https://nmsu.zoom.us/j/83059263013
February 3	Monday	2:30pm – 3:30pm	https://nmsu.zoom.us/j/83977563869
February 11	Tuesday	9:00am - 10:00am	https://nmsu.zoom.us/j/82155357711
February 20	Thursday	2:00pm – 3:00pm	https://nmsu.zoom.us/j/83314727529
February 26	Wednesday	9:30am - 10:30am	https://nmsu.zoom.us/j/82898973896
March 4	Tuesday	11:00am - 12:00pm	https://nmsu.zoom.us/j/87247276072

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

Donna Ottaviano, Director
Joell Austin, Consultant

Yvette Benitez, Consultant
Michael Butts, Consultant

Ivan Aguilar, Assistant