



State Personnel Office

FREQUENTLY ASKED QUESTIONS (FAQs)

Employee, Supervisor/Manager Evaluations

What do State Personnel Board Rules require?

State Personnel Board Rules require that the performance and development of all employees be documented on a State Personnel Director approved form. *See* 1.7.9.9 NMAC. The form shall be initiated within 90 days of appointment, reassignment, promotion, demotion, reduction, transfer and/or the employee's appraisal date, and shall become a part of each employee's employment history. *See* 1.7.9.8 NMAC.

Do managers and supervisors have to take a course on how to use the evaluation forms?

Yes. A manager or supervisor must successfully complete a Director approved course within 90 days of appointment. *See* 1.7.9.9 NMAC.

What if a manager or supervisor does not comply with State Personnel Board Rules?

Managers and supervisors who fail to comply may be subject to disciplinary action, up to and including dismissal. *See* 1.7.9.9 NMAC.

What is an anniversary date?

"Anniversary date" means the date of appointment or re-employment and is changed as of the date of promotion, demotion, reduction, or change to a different classification in the same pay band. The director shall resolve disputes over how an anniversary date is derived. *See* 1.7.1.7 NMAC.

Where is the performance appraisal form located?

<http://www.spo.state.nm.us/resources.aspx>; Click on Performance Evaluation or the Training tab

What is a PDP?

A Performance Development Plan (PDP). The process for implementing a PDP is outlined in the Collective Bargaining Agreements (CBA) between the State and the unions. If an employee is **not** CBA covered, agency policies that address PDPs should be referenced.

What performance rating areas should be used for the Employee Evaluation form?

Cabinet Secretaries and/or Directors will choose a minimum of three (3) mandatory rating areas that will apply to all employee's in their agency. Check with your Human Resources Department to determine your agency's rating areas. Once rating areas are established, they cannot change during the evaluation period. (The Manager/Supervisor form has five (5) mandatory rating areas that all managers and supervisors will be rated on).

Can a manager or supervisor add additional Rating Areas to an evaluation of an employee?

Managers or supervisors are allowed to add additional rating areas on both the Employee and Supervisor/Manager Evaluation forms. Managers and supervisors who have employees with the same classification, performing the same duties, should keep the additional rating areas consistent, if they choose to select additional rating areas.

When a manager or supervisor leaves their position, do they perform an interim or a final review on employees?

A manager or supervisor should perform an interim review on all employees that they supervise, prior to vacating the position. If the employee is within two months of their anniversary date, a manager or supervisor can perform a final evaluation. Once the manager or supervisor vacates the position, the evaluation process becomes the responsibility of the reviewer.

What is a “rater” and what is their role?

A rater is the employee’s immediate manager or supervisor, who is responsible for reviewing and rating the employee’s performance and conducting the employee’s performance evaluation.

What is a “reviewer” and what is their role?

A reviewer is typically the raters’ manager or supervisor. The role of the reviewer is very important to the evaluation process. A reviewer is responsible for reviewing and approving an evaluation **before** it is presented to an employee. If a rater vacates their position, the reviewer becomes responsible for the evaluation process of the employees.

What is an Interim Evaluation?

An interim evaluation is an evaluation of performance during the course of the rating period.

What is a Final Evaluation?

A final evaluation is an evaluation of performance at the end of the rating period.

What is the Self-Assessment Form, and how is it used?

The Self-Assessment Form is a document that a manager or supervisor provides to their employees approximately two-weeks prior to the evaluation. The Self-Assessment Form allows employees to assess their performance and to provide feedback to their manager or supervisor. The Self-Assessment Form is a tool to assist with the evaluation process; it is not a required form.

If a manager or supervisor recently hired a new employee, when does the manager or supervisor have to open an evaluation?

Evaluations should be opened within 90 days of hire, if not sooner.

Do evaluations transfer between agencies?

No, evaluations do not transfer between agencies.

What tools can assist a manager or supervisor when completing an evaluation form?

The Position Action Request Form (PARF) outlines the responsibilities and duties of a specific position. When an evaluation is being opened, the manager or supervisor will have to document the purpose of the position and list major goals or assignments on the evaluation form. The PARF can be used as a tool to assist you in completing this section of the form. Please contact your Human Resources Department for more information.

Where is the PARF located?

The PARF may be obtained from the agency’s Human Resource Department. Please review the PARF to verify that the duties and responsibilities are accurate and up to date.

Does a manager or supervisor have to perform an evaluation if there are no legislative pay increases attached?

Yes, evaluations provide for the regular appraisal and documentation of employee’s performance.

How many interim evaluations should be completed for a career employee?

One

How many interim evaluations should be completed for a probationary employee?

Two

May an employee submit a rebuttal to a performance evaluation?

Yes, an employee may submit a rebuttal that will become a part of the performance evaluation. *See* 1.7.9.11 NMAC.

What is the time frame for an employee to submit a rebuttal to their performance evaluation?

An employee has five (5) business days to submit a rebuttal to their performance evaluation.

Are there any tools available to track employee evaluations?

Your Outlook calendar is an excellent tool for setting up reminders of when evaluations need to be conducted.

When can an evaluation be closed?

A final evaluation should be conducted on or close to the employees' anniversary date.

Does the Growth Development Plan have to be completed?

The Growth Development Plan is highly recommended but not required. It is available to target areas for growth, areas in need of improvement, and succession planning. The Growth Development Plan is designed to include specific development focused activities such as: coaching, mentoring, shadowing, special reading assignments, attending conferences or briefings, or gaining other professional qualifications.

Does the evaluation form have spell check?

Yes, the Employee Evaluation and the Supervisor/Manager Evaluation both have spell check.

When do I start using the revised evaluation form?

If you have an evaluation currently open for an employee, we recommend you begin using the revised form **after** you have conducted your final evaluation. If you have not opened an evaluation for your employee, you can begin using the revised form immediately.