



# New Mexico State Personnel Board State Personnel Office

SUSANA MARTINEZ  
GOVERNOR

Eugene J. Moser  
Director

Nivia L. Thames  
Deputy Director

State Personnel Board  
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## General Memorandum 2013 - 001

Date: January 11, 2013

To: Cabinet Secretaries and Agency Heads

From: Eugene J. Moser, Director *EJM for EJM*

Subject: Manager Evaluation and Employee Evaluation Performance Forms

The scope and format of the Manager and Employee Evaluation Performance forms have been revised and approved by the Director of the State Personnel Office (SPO). In accordance with the State Personnel Board Rules, **FORM, Subsection 1.7.9.8 A NMAC**, the performance and development of managers and employees shall be documented on a Director approved appraisal form.

The evaluation process serves a number of important purposes for both employees and supervisors and the revised forms support the proper execution of the performance appraisal system.

The revised Manager and Employee Evaluation Performance forms are effective immediately for all evaluations initiated after this date.

The forms are available on the SPO website:  
[http://www.spo.state.nm.us/Training\\_Resources.aspx](http://www.spo.state.nm.us/Training_Resources.aspx).

cc: HR Managers

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2600 Cerrillos Road, Santa Fe, New Mexico, 87505 (505) 476-7759



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