



New Mexico State Personnel Board State Personnel Office

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General Memorandum 2015-002

To: Cabinet Secretaries, Agency Heads, and Agency Human Resource Managers

From: Justin Najaka, State Personnel Director 

Date: September 14, 2015

Subject: **Performance Appraisals**

The State Personnel Office (SPO) is required by rule to create a form to document performance and development for state government employees in the classified service. *See* 1.7.9.8 NMAC. State Personnel Board Rule requires that employee evaluations are open within 90 days, and that all managers and supervisors complete a course of study on employee performance appraisal. *See* 1.7.9.8 & 1.7.9.9 NMAC. In addition, the Director reports to the State Personnel Board on the record of each agency in conducting performance appraisals of its employees in the classified service. *See* 1.7.9.12 NMAC.

After review of the FY15 data regarding the percentage of agencies with completed performance appraisals, there is an opportunity to improve. Specifically, only 56% of eligible state classified employees had a completed performance appraisal on record at the close of FY15.

To aide in our compliance efforts, and to ensure that all employees are provided with expectations and performance goals, SPO has revised our Managing Employee Performance (MEP) course, and updated the Employee (EE) and Supervisor/Manager Evaluation (S/ME) forms. The updates and revisions were made to create a more streamlined approach in the instruction that we provide to supervisors and managers, and to simplify the evaluation form. SPO will also be offering a required refresher course via blackboard for supervisors and managers who took the MEP course more than one year ago; the class will be available this November.

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Our office needs your partnership to ensure that all newly hired managers and supervisors receive the required training, and that all employees have their performance and development evaluated. Agency Human Resource Departments will be required to ensure that the MEP course is taken for those who are required to take it, in addition to identifying employees whose evaluations need to be completed. To confirm compliance, SPO will provide data to each agency to track progress, and to identify who is not in compliance. It is important to note that supervisors and managers who fail to comply with the provisions of 1.7.9 NMAC, may be subject to disciplinary action including dismissal.

We recommend that managers and supervisors who currently have an evaluation open for an employee on the existing form, wait until after they have conducted their final evaluation to begin using the revised form. If evaluations have not been opened, managers and supervisors can begin using the revised form immediately. In addition, we have created instructional videos on how to use the Evaluation and Supervisor/Manager forms for reference.

Thank you for your continued partnership and support.