

To: Regular UNM Staff

Re: The 2016 Performance Review Process

2016 Annual Staff Performance Review Process Underway

Employees, now is the time to work on your self-assessments (optional unless required by your supervisor; **required** for US-UNM employees). Supervisors, now is the time to begin evaluating your employee(s).

Self-assessments and Performance Reviews for 2016 will be completed on the new [Performance Evaluation & Planning \(PEP\) Form](#).

The timeline for completing Performance Reviews remains the same:

- **December** - Employee completes self-assessment (optional*)
- **January** - Supervisor begins completing performance review form/s and schedules review meetings with individual employees
- **February** - Supervisor completes review process and submits signed forms to the Division of Human Resources
- **March 1st** - All performance reviews are due to HR by 5:00 pm

Why is the form different this year?

Driven by staff feedback and the 2014 UNM Employee Engagement Survey results, a new form and process for staff employee performance discussions was piloted during the 2015 review period.

Working through HR Agents, HR Process Improvement Forum members, the collective bargaining units, and senior leadership, Human Resources developed a revised performance review form called the Performance Evaluation & Planning (PEP) Form. More than 1600 staff members in 40+ departments piloted the PEP Form during the 2015 review period. Based on positive feedback from both employees and supervisors, UNM approved the use of the new PEP form for all staff employees for the 2016 review cycle.

What is different about the new form?

There are several new and revised elements on the PEP Form:

- Evaluation of Job Responsibilities options changed to Successful or Not Successful
- Goal evaluation rating options now Exceptional, Successful, Not Successful, and Deferred or In Progress
- Goal planning for the upcoming year is now integral to the process
- Employees no longer need to attach paper verification of completed mandatory training

- Guiding Principles replaced University Values per Regents' Policy 2.18
- Changes to self-assessment requirements
 - US-UNM eligible employees **must** complete a self-assessment in accordance with Article 36. Performance Review. For everyone else, self-assessments are optional **unless** required by an individual's supervisor.

Why did the process change?

The overall Performance Review/evaluation process was refreshed in accordance with internal feedback as well as through a review of other universities and corporate best practices, which indicate a shift in the use of performance evaluations to:

- Enhance the engagement and interaction between employee and supervisor, using the form as a guideline, not the main focus of the process
- Incorporate a future-oriented element to the discussion through inclusion of goals for the upcoming year
- Shorten the time invested by both employees and managers while maintaining high quality feedback

For More Information

The new Staff Performance Evaluation and Planning (PEP) Form, [FAQ's](#), and additional information can be found on the [Performance Evaluation Process webpage](#).

Questions? Contact Employee and Organizational Development (EOD) at 505-277-1627 or eod@unm.edu