

Feedback on the draft Exempt Employee Self Assessment Form and the draft Exempt Employee Performance Evaluation and Planning Form

The following suggestions are provided by Dean Titus at the Library:

Exempt Employee Self Assessment Form

Overall comment: **Recommend that this form be used every three years or when an individual is in the first year of a new position. If done this way, you would also have to have a place on the form to note whether this is a first self assessment or one which is completed after three years, six years, etc.**

First section: Add **organizational units** following NMSU

I believe I make the greatest contribution to our department's and University's mission, including collaboration within & outside of the department and NMSU **organizational units**, by:

Second section: **Delete this section**

This section is redundant if the employee completes Section 2A of the draft Exempt Employee Performance Evaluation and Planning Form. That section asks for *Goals for Coming Year*.

Third section: professional developments – should be **professional development**

Fifth section: **What are environmental values? Delete**

Revise to state: The key factors which impacted my job this past year were:

Sixth section: **This question asks the employee to evaluate the supervisor. The form is designed for self assessment. Recommend deleting this section.**

Seventh section: **This question also asks the employee to evaluate the supervisor. The form is designed for self assessment. Recommend deleting this section.**

In the pilot, employees felt uncomfortable completing these sections. Responding to the questions - *The things my supervisor did to help me perform my tasks were:* and, *Additional ways my supervisor could have helped me were:* have the potential of influencing the supervisor's evaluation of the employee.

Plan for the Coming Year Section headings:

Goals for the Coming Year (**List 5**)

Objectives and Measures

Areas for Development

Describe Development Activities

Exempt Employee Performance Evaluation and Planning Form

There should be a note that the *Supervisor should rate all of the categories in Section 1A. Mark only one in each category.*

Preface each of the parts of Section 1A with *Category. Category – Job Knowledge, Category – Productivity, Category – Quality of Work, etc.*

Section 1: Evaluation of Past Period Performance

Section 1A – Assessment of Job Responsibilities

Category – Job Knowledge

4- Displays solid job knowledge; contributes to the goals and mission of the department/*organizational unit*

5- Extremely knowledgeable; respected as a valuable resource; consistently contributes to the department's and *organizational unit's* mission.

Category – Productivity

Category – Quality of Work

4- Makes an extra effort to ensure that work is of the proper quality; *delete double* checks for accuracy if needed.

5- Work is *delete unfailingly* of high quality; errors or omissions are extraordinarily rare.

Category – Initiative

5- Takes responsibility for all aspects of job; exhibits creativity *and self-initiative* in seeking out improvements or enhancements to work.

Category – Use of Resources

4- Frequently seeks enhancements that will improve productivity *and* effectively balances operating needs with budgetary constraints. *Delete phrase "without creating unnecessary expenses"*

5- Maintains significant and up-to-date knowledge about available resources; continually seeks improvements and efficiency, as well as constructive cost *efficiencies. Delete reductions*

Category – Continuous Improvement

There should be a note that the *Supervisor should rate all of the categories in Section 1B. Mark only one in each category.*

Preface each of the parts of Section 1B with *Category*

Section 1: Evaluation of Past Period Performance

Section 1B – Assessment of Expected Behaviors

Category – Customer Service/Focus

Category- Problem Solving

5- Makes effective decisions or recommendations; demonstrates an ability to understand and approach a problem from various viewpoints. Takes appropriate initiatives in trying to resolve problems.

Category – Interpersonal Relations

5- Consistently communicates with others in a professional, pleasant and cooperative manner; works effectively with co-workers and others and understands the value of diversity. *Delete in college community.*

Category – Teamwork

5- Puts team success ahead of personal success. Puts NMSU's success ahead of department or business team success. Coaches less experienced members and motivates them to achieve common goals.

Category- Collaboration

5- Initiates successful collaboration on a university-wide basis and promotes connections with groups outside the university whenever beneficial *Revise. Not all exempt jobs may require work which is university-wide or with groups outside of the university. Need a statement/scale that all exempt employees can achieve.*

Category – Professional Ethics

1-May initiate or spread unsubstantiated rumors. Occasionally misleading or dishonest. *Delete "May violate specific ethic code of the profession". Which code of ethics would the employee be subject to? The Supervisor may not know which specific code of ethics, i.e., ALA Code of Ethics, Archivists' Code of Ethics, Development Officer's Code of Ethics, etc.*

2-May not always handle confidential information appropriately. *Delete "may stretch the boundaries of professional ethics." Which code of ethics would the employee be subject to?*

3-Handles confidential information appropriately. Is honest and trustworthy. *Delete "Consistently follows professional codes of ethics.*

4-Is ethical in words and actions even in difficult situations. Delete *“Promotes ethics and ethical decision-making in others.”*

5-Always makes ethical decisions. Promotes and initiates the development of ethical standards. Delete *“within given profession”*.

Section 1C – Assessment of Achievement of Goals

These goals should be taken from the Exempt Employee Self Assessment Form. It is important that there are five goals or the totals will be skewed and the individual would be penalized.

Section 2

Section 2A – Goals for the Coming Year

Unit/Division Goals – This is the first time this descriptor has been used. Should be *“Department/organizational unit Goals”*

Description and Measures – Should be *“Objectives and Measures”*

Section 2B – Developmental Plan (Required only if Overall Evaluation Score is below 4.56 – Meets Expectations)

“Developmental” implies that remedial actions are required. Only *“Needs Improvement”* or *“Fails to Meet Expectations”* ratings should require a development plan.

Please let either Dean Elizabeth Titus or Associate Dean David Baldwin know if you have questions about these suggested changes to the two forms.

Thank you.