NDE Annual Performance Review Process and Guidance

State Personnel and a team of State HR professionals teamed up to re-design the Performance Review process. As a result, several changes are being implemented to the review form and process over the course of the next year.

NDE has elected to beta test the new performance review format that was created during this process rather than continue with the previous format in 2016, which is the transition plan for other state agencies. I hope you will appreciate the changes and know that it is not going to be perfect but it is certainly a step in the right direction.

What you need to know:

- Reviews will now launch once a year rather than on continuous service dates.
  - The long term plan is all annual reviews will be available for employee input starting January 1 and managers will have until May 15th to get them all completed within that time period.
  - **THIS YEAR**: The reviews will be available to complete the Employee Self-Review Step beginning 2/18/16. Managers will have until 6/17/16 to complete the reviews.
  - For the NEW review this year the review period will be the employee's continuous service date in 2015 through 12/31/2015 (ex. 2/10/2015 through 12/31/2015). After the transition year the review period will be the previous calendar year (1/1/16 to 12/31/16) or end of probation to the end of the year for a probationary employee.
  - **GOOD NEWS!** If an employee had a review successfully completed between 7/1/15 and 12/31/15 then Managers may choose to either do a review in the NEW task or wait until 2017.
- The **NEW template** we will be using will consist of a NEW employee self-review, NEW Competencies and Goals only! NO MORE JOB DUTIES to manage.
  - Employees will have 8 NEW competencies and Managers will have 12 NEW competencies.
  - Managers will drive the process for employees by communicating to employees when they would like to have the employee self-review step completed. There will no longer be steps that automatically move forward if they are not complete.
  - The employee self-review **has changed** and will now only consist of 5 questions that employees will be asked to respond to and that is it. Employees will no longer be rating themselves. Employees are encouraged to respond to all of the questions in order to provide feedback; however, they may provide as much or as little feedback as they are comfortable with.
  - Goals will work the same way they did before so anything that is already in the system should populate into the review as long as the dates are within the review period which will be set for the calendar year 2015. The goals will no longer be seen in the Employee Self Review step so in order to make sure the goals are accurate employees will need to check them under PERFORMANCE>GOALS and JOB DUTIES and make necessary adjustments.
- The Competencies section will be worth 90% and Goals section will be worth 10% of the overall score at this time.

Annual Performance Review Workflow

Step 1 – Employee Self-Review:

- **Employee** – Responds to the 5 employee self-review questions by the deadline their manager has established. The employee must respond to those questions and click submit in order for the review to move forward to the manager.
- At the same time, the employee should make sure that their goals are accurate so that they will populate into the review at the Manager Review Step. See Page 3 for some goals management tips.

Step 2 – Manager Review:

- **Manager**-Completes their ratings and comments on Competencies and Goals. If the goals section is not populated then the employee will need to enter or edit goals and submit them for manager approval or the manager will need to input goals and assign them to the employee.
- If there were no goals established that were being worked on during the review period which is the previous calendar year then leave the goals section blank and establish a goal(s) for next year.

Step 3 – Indirect Manager Sign-off: **If not completed the review will stop here. The indirect manager must review and submit in order for the review to continue through the process.**

- **Indirect Manager**-Reviews the contents of the review, makes summative comments and electronically signs the online Performance Review.
- If the Indirect Manager notices any discrepancies or errors that need to be correct they can REOPEN the review back to the Manager at Step 2. The review can only be reopened to one step at a time. NOTE: Indirect Managers can only reopen reviews while the review is at the Indirect Manager step. Once the review is at Step 4 then Amy Spellman in HR will have to be contacted to reopen a review.

Workflow continued…

Step 4 – Manager Presentation and Sign-Off:

- **Manager and Employee-**Meet to discuss the review and the final ratings. The manager will then document the date of the meeting and make any additional overall comments about the conference to include the actual dates the review covers if that differs from the calendar year.
- **Manager**-Electronically signs the review and clicks submit. **DO NOT** ask the employee to sign the paper copy as the final copy of the review is the electronic version with all electronic signatures.
- It is important that the meeting date is entered in a timely manner so that the employee has an opportunity to provide a rebuttal if they want to as allowed by the NAPE Agreement and the Personnel Rules.
- **The employee only has 7 calendar days from the meeting date to submit their rebuttal.**

Step 5 – Employee Sign-off: 7 Calendar days to complete

- **Employee**-Electronically signs the Performance Review and has the opportunity to make comments or a rebuttal to the review within 7 calendar days from the performance review meeting.
- **The review will be considered complete at this time even if the employee doesn't sign it.**

Process Complete!-The completed review will be housed in the Employee Development Center and can be printed by the employee, the manager, the indirect manager or HR at any time.

GOALS – Entering or Editing Tips

1: Goal(s)-Must be entered into the system and approved by the Manager before they will populate into the review. Managers may also enter and assign them to the Employee. The **Start Date** for the Employee's goal should reflect when the goal actually started and the actual **Target Date** of completion it does not have to reflect the exact year timeframe. The review period is located on the Overview screen of the Performance Review Task and is set to the calendar year 1/1/2015 through 12/31/2015. This year you may be reviewing a slightly different period. **NOTE: Goals can't be edited from within the review task.**

2: If Goals were entered previously the Employee or Manager may need to **EDIT** those Goals to reflect the correct dates. If Employees or Managers are not sure what or if any have been entered they will need to do a search (Performance>Goals and Job Duties>Change the "from" date to 10/1/2012 and hit search). By doing the search any goals entered previously will be visible. If appropriate, edit what is currently in the system and certainly add new goals if the list is not complete or has changed.