

**From:** Spellman, Amy  
**To:** [NDE Supervisor Group](#)  
**Subject:** NEW Performance Review Additional UPDATES  
**Date:** Friday, February 12, 2016 6:25:00 PM  
**Importance:** High

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Hi All,

Over the course of the past few days I have sent out emails to managers with the current status of their employee's performance reviews and indicated those that should have reviews completed in the NEW task.

**Team Leaders**-You may decide to have all of your Managers complete reviews on their staff regardless of the timing of previously completed reviews in order to go through the new process. If you make that decision I will expect you to communicate that to your Managers.

The NEW task will be available starting **Wednesday, February 17<sup>th</sup>** which is a two day delay from my original communication. I know you were all going to have your staff start first thing Tuesday on their reviews but the excitement will have to wait. All Employees will see the Self-Review Step available to them if they log in to the EDC on Wednesday. Any new employees who started 7/1/15 or after will be omitted in order to allow for Original Probationary reviews to be completed. Any employees who started prior to 7/1/15 and are still on original probation I will manually delete so a Probationary reviews can be completed.

**REMINDER** - You will drive the process for your employee's and have from 2/17/15 to 6/15/15 to complete reviews. You will have to direct your employees to complete the Self-Review Step and give them a deadline. If they do not meet your deadline then contact me so I can move the review forward to you. Do not wait until 6/14/15 to begin because absent extenuating circumstances reviews will not be extended beyond 6/15/15.

NOTE - Probationary Reviews are not yet updated to the NEW version so until then you will use the Probationary task labeled "**Supervisor Launched Probationary Review**" and you can leave out the Job Duties and only enter Goals as you will not need Job Duties moving forward. I am hopeful that we can get the NEW version of the review set up for Probationary reviews as well but we need to get the annual process started first. I will send out further instructions to those Managers with New Employees soon. Thank you for your patience.

Please contact me with your questions and I would be happy to come to your next team meeting to go over the NEW process.

Thank you,

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