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**Cc:** [Marker, Pam](#); [Smith, Deirdre](#); [Uher, Jayne](#); [Spellman, Amy](#)  
**Subject:** NEW Performance Review Process - CHANGES - Please Read  
**Date:** Thursday, February 04, 2016 2:19:00 PM  
**Attachments:** [Competencies - Manager Employee.pdf](#)  
**Importance:** High

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Hello Managers,

As you may have noticed there have been no employee reviews launching since October 31, 2015 and I am sure you have missed them. State Personnel and a team of HR professionals (which included me) have 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 original format in 2016, which is the transition plan for other state agencies. I apologize for the delay in this notification but I was waiting on a few decision points to be made by State Personnel. I hope you will appreciate the changes and know that it is not going to be perfect but I feel 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 15<sup>th</sup> to get them all completed within that time period.
- **IN TRANSITION:** This year the reviews will be available to employees on 2/15/16 and Managers will have until 6/15/16 to complete the reviews. For this task (2015-2016) the review period will be your 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 or end of probation to the end of the year for new employees.

➤ **GOOD NEWS!** If you successfully completed an annual review for your employee(s) between 7/1/15 through 12/31/15 then you do not have to complete a review in the new task this year. However, if you choose to wait until 2017 then the review will cover the date of the previous review from 2015 (7/1/15-12/31/15) through 12/31/2016. I would recommend if you do not complete the review for those employees that you still take the opportunity to meet and discuss goals so that you remain on the same page for 2016.

➤ If you have a direct report that is still on original probation you will need to complete probationary reviews and not the annual review task.

• 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 competencies and Managers will have 12. I have attached the new competencies for your review.

➤ It will be up to you to drive the process forward for your employee(s). That means you will have to communicate to your employee(s) when you would like to have the employee self-review step completed so that you may move forward to complete the review. 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 the employee's will be asked to respond to and that is it. They must take action or the review will not allow you as the manager to proceed. (I will get those questions out as soon as I get a final copy)

➤ 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. If the goals do not populate then you will need to edit dates as necessary or create new goals. Goal progress can be shared in the Employee Development Center which I will provide some training on in the near future. Over the next year we will also work to provide goal writing training.

➤ The Competencies section will be worth 90% and Goals section will be worth 10% of the overall score at this time.

• The NEW WORKFLOW:

➤ The new task will have the following work-flow. Notice there is one less step! Each step must be complete and submitted in order for the review to move forward.

**INDIRECT** Managers this means your Managers will not be able to complete their reviews

unless you take action.



➤ No email will be sent when the reviews launch on February 15, 2016 and there will be no reminder emails automatically generated by the system. However, as each step is completed (employee self-review, manager review, etc.) an email will be sent to notify the person that the review is ready for them to complete their step.

Because we opted to test out the NEW process there will be some lag in training materials and user guides but I am confident the new process will be much easier to follow. I will be here to support you in the process and answer any questions or concerns.

I will be sending out a communication to the rest of the staff in the coming days. I wanted to let managers know first.

Thank you,

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