

**From:** Spellman, Amy  
**To:** [NDE Supervisor Group](#)  
**Subject:** NEW Performance Review Process - Additional Information  
**Date:** Tuesday, February 09, 2016 3:56:00 PM  
**Attachments:** [NEW Performance Review Process - CHANGES - Please Read.msg](#)  
[Employee Self Review Questions.pdf](#)  
[New Rating Scale.pdf](#)  
**Importance:** High

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Hello Managers,

Per my email communication last week (see attached), NDE will be piloting the NEW Performance Review template beginning February 15, 2016. The new performance review task will have a workflow but none of the steps will roll forward automatically which means that each step has to be submitted in order for the review to move forward.

The Employee Self-Review step now consists of only 5 questions and that is it (see attached). These questions were designed to provide you as the Manager information about how your employee feels they are performing and what they may need from you to improve their job performance. Hopefully, the responses will help to guide your performance review conference rather than focusing on the scores.

You as managers will be responsible for driving the process with your staff and telling them when you would like them to have the Employee Self-Review completed so that you may proceed with your ratings. Employees will NOT get an email on Monday letting them know that they have a review to begin. I will email employees about the new process so if they happen to log in and want to complete their step that is fine. You don't have to act on it until you are ready to move forward.

The rating scale has also been modified as it was inadvertently changed last year and we changed it back to the original scale definitions. I have attached a document that shows the previous (last year) and the new scale.

If anyone would like me to meet with their teams to discuss the new review process please feel free to send me a meeting invitation.

Thank you,

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