

From: Spellman, Amy
To: [NDE All Staff](#)
Subject: NEW Performance Review Process - Please Read
Date: Thursday, February 18, 2016 11:20:00 AM
Attachments: [Competencies - Manager Employee.pdf](#)
[image001.png](#)
[Employee Self Review Questions.pdf](#)
Importance: High

Hi NDE Staff,

As you may have heard, State Personnel and a team of HR professionals (which included me) 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 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.

Over the last few weeks Managers have received information about the NEW review and how it will work so they will be providing you direction as well.

What you need to know:

- Reviews will now launch once a year rather than on your continuous service date.
 - 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 you to complete the Employee Self-Review Step beginning 2/18/16. Your Manager will have until 6/17/16 to complete the review. For the NEW review this year your review period will be your 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 if you are a probationary employee.
 - **GOOD NEWS!** If you had a review successfully completed between 7/1/15 and 12/31/15 then your Manager 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. I have attached the new competencies including definitions for your review.
 - Managers will drive the process for you. That means your Manager will have to communicate to you when they would like to have the employee self-review step completed so that they 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 you will be asked to respond to and that is it. You will no longer be rating yourself. I have attached a copy of the questions for your review. You are encouraged to respond to all of the questions in order to provide your Manager feedback; however, you may provide as much or as little feedback as you 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. You will not see the goals in the Employee Self Review step anymore as you will no longer be rating yourself, so in order to make sure your goals are accurate you will need to check them under PERFORMANCE>GOALS and JOB DUTIES. You will make sure the dates are accurate or if you need to add any Goals you may do so. You may also comment on your goal progress in the same place so your manager can review your progress. I will send out directions on updating and commenting on Goals shortly. 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 completed and submitted in order for the review to move forward.



- No email will be sent when the review is initially launched so if you log in today you will see the Employee Self-Review there waiting for you. 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. Again, your Manager will provide you direction on when they want the Self-Review step completed. If it is not completed as requested then HR may assist you Manager in moving your review forward so that they may complete your review in a timely manner.

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.

If you are a probationary employee you will continue to complete the Probationary Reviews.

Thank you,

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