NEW MEXICO TECH
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To: New Mexico Tech Staff
From: JoAnn Salome, Director
Human Resources Department
Subj: Annual Staff Evaluations/Performance Reviews
Date: July 21, 2026

It is that time of year when NMT conducts the annual staff performance reviews/evaluations. **The performance review will be sent to you electronically; it will require you to print the evaluation and submit the hard copy evaluation to HR once you have completed it with your staff.** The performance review is an important supervisory function as it is the process by which an employee and supervisor review essential job responsibilities and establish goals and standards for work performance for the next evaluation cycle. During the review, the supervisor and employee should review each essential job responsibility and should update job functions, goals and standards for the upcoming evaluation cycle. **If a job function was previously updated but does not appear correctly on the current evaluation form please notify Human Resources immediately so that the correction can be made for the current evaluation.** Employees should be honestly acknowledged for good job performance and should receive specific guidance in areas of inconsistent or poor performance.

New Mexico Tech Annual Evaluations are enclosed and have two components: *Assessment of Essential Job Responsibilities and Assessment of Job-Related Competencies*. Both components must be completed for each employee. Each of the two components will have a subtotal rating that will be combined for a total evaluation rating. The purpose of the two ratings is to evaluate employee competence in terms of both specific job functions and also job-related work ethic competence. Each component will be subtotaled and will be fifty percent of the evaluation score.

- The first section of the evaluation, the Assessment of Essential Job Responsibilities, will be calculated using the individual percentages for each Job Responsibility which varies between employees.
- Each item in the second section, the Assessment of Job-Related Competencies, will be equally weighted. Specific steps for calculating the scores are attached to the evaluation. The Human Resources Department will review calculations.

Annual Performance Evaluations are a very important tool for professional growth and should be used to assess staff performance and also to update evaluations to meet new job functions for staff members whose jobs have changed. Please take this opportunity to use the evaluation for the purpose of improving employee performance.

Evaluations are not available via email. If you did not receive an evaluation for a staff member please contact the Human Resources Department. **Also, as you did last year, indicate changes to the evaluation by highlighting those changes on the instrument with corrected language included.** Also, please indicate if an employee is required to wear a uniform/safety boots or equipment but it is not indicated on the evaluation.

Also, new to the evaluation form this year, is a section that addresses remote/hybrid work schedules. It does not replace the Remote/Hybrid work agreement form.

Evaluations are accepted before, but due at the Human Resources Department no later than Friday, August 28, 2026. If you need assistance contact Human Resources Department.

New Mexico Tech

Annual Evaluation Results

Please complete this section based on your ratings

A. Assessment of Essential Job Responsibilities

1. For each job responsibility, multiply the score by its percentage.
   For example: If the job responsibility has a percentage of 20% and the score given is a 5, multiply 5 by .20 to get 1. So 1 is the adjusted score for that responsibility.
2. Add all of the adjusted scores to come up with your total.
   - Distinguished = 5
   - Fully Effective = 4
   - Effective = 3
   - Needs improvement = 2
   - Developmental = 1

Section **A** Total = _____

B.Assessment of Job Related Competencies

1. Indicate the total number of performance indicators receiving each type of rating category, multiply each by the respective value, add up the products, and divide by the amount in **B.1.** above.

   - Distinguished _____ x 5 = _____
   - Fully Effective _____ x 4 = _____
   - Effective _____ x 3 = _____
   - Needs Improvement _____ x 2 = _____
   - Developmental _____ x 1 = _____

   Total = _____divided by amount in **B.1**.____

Cumulative Rating:

Add the final numbers in **A**. and **B.2.** above. Now divide by two (2) for and average of the two ratings and enter here _____.

Hybrid Remote Work

Is this position currently a remote or hybrid position? YES NO
If so, are the expectations of the position being fully met under the arrangement? YES NO
Explain:
_____
_____
_____
_____

****This item does NOT replace the Hybrid/Remote Work Agreement form.****