



**Governor Michelle Lujan Grisham**  
**Cabinet Secretary Wayne Propst**

**Human Resources Bureau**  
**Diane Swan, Bureau Chief**

**November 7, 2024**

**TO: DFA Managers and Supervisors**

**From: Diane Swan, Human Resources Bureau Chief**

**RE: DFA HR Policy Memo 01-001 – Employee Performance Review**

*Whereas 1.7.9.9.A NMAC requires managers to attend an approved course of study on employee performance appraisal within 90 days of appointment as supervisor.*

*Whereas 1.7.9.9.B NMAC requires the performance and development of a career employee shall be reviewed semiannually and appraised by the immediate supervisor on an annual basis completed by the employee's anniversary date.*

*Whereas 1.7.9.9.C NMAC requires the performance and development of a probationary employee shall be reviewed through at least two interim reviews and a final review prior to the completion of the employee's probationary period. The performance and development of promoted employees shall be reviewed through at least two interim reviews and a final review prior to the completion of a one-year period upon promotion.*

*Whereas 1.7.9.9.E NMAC allows for appraisals to be performed whenever an immediate supervisor wishes to make an employee's performance a matter of record, upon change of immediate supervisor or whenever appropriate.*

*Whereas 1.7.9.9.F NMAC explains that managers and immediate supervisors who fail to comply with the provisions of 1.7.9 NMAC may be subject to disciplinary action including dismissal.*

**Policy:**

- I. DFA Managers and Supervisors are required to perform employee performance reviews to include:
  1. Completing an open evaluation for all employees within 2 weeks of their hiring, promotion or transfer. For existing employees, an open evaluation should be completed within 2 weeks of their job anniversary date at the same time of the close out evaluation.
  2. Completing interim performance reviews every 90 days for non-career employees and every 6 months for career employees.

3. Completing the close out or final evaluation for all employees within 2 weeks of their job anniversary date. The job anniversary date is based on their current position and not their original hire date.
- II. All performance evaluations must be submitted to the Division Director and Deputy Director prior to meeting with the employee. Once approved, they should be presented to the employee in a casual setting to allow for an open dialogue. The employee also has the right to provide written comments to their evaluation that should be included in the packet that is submitted to Human Resources (HR).
  - III. The open evaluation and final evaluation should be sent to HR upon completion. These should be completed no later than the job anniversary date for closeouts and within 2 weeks of hiring or job anniversary date for open evaluations.
  - IV. To standardize the performance review process, DFA managers must follow the following guidelines:
    1. Managers must attend Parts 1 and 2 of the SPO Conducting Performance Evaluations at the State of New Mexico course, within 90 days of being hired or promoted into a supervisory position. This course will be required for all managers every three years. Certification of completion should be provided to HR and the division Director.
    2. Performance reviews should be used as a management tool to assist employees with growth, improving performance and career management. It's imperative for a successful working environment that employees understand how they are performing. The comments added to the performance evaluation should include those areas where the employee is performing well in addition to those areas that need improvement.
    3. The open evaluation is also used to set the overall expectations for the employee and their position within the department. This should include a complete description of the job purpose, goals and assignments. Managers should also use this open review to outline division policies, proper dress code, communication requirements and any other expectations that need to be addressed for that position and bureau.
    4. Rating outcomes should be fair and consistent with performance over the entire rating period. Do not let one event overshadow the entire body of work.
    5. If an employee receives a rating below "achieves" in any category, interim evaluations should be conducted every 90 days until performance improves.
    6. Managers should discuss performance with employees periodically and not only during the annual review process. Monthly one-on-one meetings are a

perfect time to discuss performance and potential improvements.

7. Open evaluations should include at least 2 goals related to the employee's position. These goals should be specific, measurable, achievable, relevant and time-bound (SMART). *[For example, XXX employee shall attend 3 continuing education courses lasting at least 1 hour related to a topic that applies to their position within state government by the end of the current rating period. Certificates of completion should be forwarded to their supervisor.]* Setting smart goals is very important to the growth of the individual employee as well as the division.
  8. For non-supervisory employees, the three required rating categories are Customer Service, Productivity and Job Knowledge. Supervisors must be rated in all 7 categories listed on the SPO performance review form. Separate forms are available for supervisors and non-supervisors and should be used accordingly.
- V. Failure to comply with this policy may lead to disciplinary actions including demotion or dismissal. It's also important to note that the lack of a satisfactory performance review can lead to employees not receiving legislative increases and losing the ability to request flexible work schedules and fitness leave.
- VI. The employee performance review process is an important management tool within the Department of Finance and Administration. This should be viewed as a positive approach to management and not a burdensome task. Additional training can be requested through the division Director as needed.

Confirmation of Receipt:

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Printed Name

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Signature

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Date