

NEW MEXICO JUDICIAL BRANCH EMPLOYEE PERFORMANCE PLANNING AND APPRAISAL FORM

EMPLOYEE INFORMATION	
Name:	Title:
Social Security Number:	Hire Date:
Supervisor:	Title:
Court:	County:

REASON FOR EVALUATION	
<input type="checkbox"/> Focal Point -- Classified Employee <input type="checkbox"/> Focal Point -- Probationary Employee	<input type="checkbox"/> End of Probationary Period <input type="checkbox"/> Other (explain):

INSTRUCTIONS TO RATER	
A.	<p>Performance Dimensions</p> <ol style="list-style-type: none"> 1. Carefully read the definition for each dimension. 2. Consider the degree to which this dimension impacts successful performance of the job. If the dimension has a significant influence, check the box indicating a "Major" consequence to the job; if the dimension does not have a significant influence, indicate a "Minor" consequence. If the dimension does not apply to the job, indicate the dimension is "Not Applicable" (NA). 3. Read the descriptions for each level of performance on the dimension. [Note: Descriptions for "Consistently Exceeds Requirements" and "Exceeds Requirements" include the description given for "Meets Requirements."] Determine which level best matches the employee's behavior and record the acronym (CE, ER, MR, NI, FM) for this level in the box labeled "Rating on Dimension." 4. Provide examples of the behavior on the dimension and other explanations for the rating in the section labeled "Comments."
B.	<p>Evaluation Summary</p> <p>Provide information which responds to each of the questions in this section.</p>
C.	<p>Development Plan</p> <ol style="list-style-type: none"> 1. Using active verb phrases (e.g. "To maintain..."), state the primary responsibilities which the employee will be required to meet over the next review period. 2. Using an active verb phrase (e.g. "To advance..."), state the employee's personal/career goal. 3. Describe the skills and knowledge that will be required to meet both the primary goals of the employee's current position and the employee's personal goal. 4. Identify what training experiences will be needed to help the employee acquire any skills or knowledge not already mastered but needed for both job and personal goals.
D.	<p>Overall Evaluation</p> <ol style="list-style-type: none"> 1. Determine the employee's overall performance rating by assessing his or her overall effectiveness in the job. In making this determination, those dimensions identified as major components of the job should be relied on more heavily than those identified as minor. The ratings on individual dimensions should support the overall evaluation. 2. Supervisor comments provided should substantiate the overall evaluation. 3. Employee comments should provide the employee's perspective on his/her performance.

A. PERFORMANCE DIMENSIONS

1. JOB KNOWLEDGE: Rate the degree to which the employee acquires and maintains knowledge required by the job, plus his/her understanding of the duties, procedures, equipment, skills, techniques, and job-related functions required to effectively perform the job.

Rating on Dimension		Consequence to Job	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> NA
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CE Consistently Exceeds Requirements	ER Exceeds Requirements	MR Meets Requirements	NI Needs Improvement	FM Fails to Meet Requirements
Demonstrates a level of expertise which leads other employees to seek him/her out for direction and assistance. Identifies ways to improve techniques and procedures used to perform the job.	Gathers information about others' work and how his/her work impacts the work of others. Seeks out training and publications which broaden expertise in his/her own job and in related responsibilities.	Keeps up-to-date with changes and developments in his/her field. Performs the tasks for the job using appropriate procedures and techniques. Uses training available for keeping current.	Requires repeated explanations before accomplishing task successfully. Does not fully use the techniques and procedures needed for the job.	Does not use proper procedures and techniques for accomplishing the work. Continues to make mistakes after repeated explanations. Makes little or no effort to gain knowledge needed for performing the job.

Comments:

2. WORK QUALITY: Rate the degree to which the employee produces work that is neat, thorough, and accurate; and the degree to which the employee identifies and corrects errors.

Rating on Dimension		Consequence to Job	<input type="checkbox"/> Major <input type="checkbox"/> Minor <input type="checkbox"/> NA
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CE Consistently Exceeds Requirements	ER Exceeds Requirements	MR Meets Requirements	NI Needs Improvement	FM Fails to Meet Requirements
Checks own work and that of others for errors, deficiencies, or problems. Recommends and implements techniques for continuous quality improvement.	Makes very few errors while performing work at an appropriate pace. Routinely checks work for errors, deficiencies or problems. Identifies possible changes for improving quality.	Makes few errors while performing work at an appropriate pace. Proofs own work for errors.	Makes frequent errors. Must be reminded to proof work for errors. Allows errors and deficiencies to go uncorrected.	Makes numerous, repeated errors. Fails to identify and correct obvious errors. Requires frequent reminders to check work. Delays the work of others in the work flow line because of uncorrected errors.

Comments:

3. PRODUCTIVITY/EFFICIENCY: Rate the volume of work which the employee produces and the degree to which the employee meets deadlines and agreed-upon commitments; rate the degree to which the employee organizes and balances assignments to achieve desired results.

Rating on Dimension		Consequence to Job	<input type="checkbox"/> Major	<input type="checkbox"/> Minor	<input type="checkbox"/> NA
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CE Consistently Exceeds Requirements	ER Exceeds Requirements	MR Meets Requirements	NI Needs Improvement	FM Fails to Meet Requirements
Recommends and implements ways to increase productivity. Organizes work in such a way as to allow completing multiple tasks ahead of schedule. Identifies and eliminates non-essential activities.	Produces a volume of work in excess of others in similar positions while maintaining acceptable quality. Consistently completes own work ahead of schedule and assists co-workers in completing theirs.	Completes assignments on schedule with acceptable quality. Rarely misses deadlines, and informs supervisor when deadlines will be missed. Outlines work to be done on a daily basis and organizes workload.	Fails to complete assignments on schedule. Requires assistance in completing a standard volume of work. Has difficulty in organizing work and distinguishing which tasks are most important.	Misses most deadlines. Resists planning work and setting priorities. Fails to complete a standard volume of work and impacts the ability of others to do so.

Comments:

4. COMMUNICATION: Rate the degree to which the employee expresses himself/herself clearly in written and oral communication and understands instructions and messages conveyed.

Rating on Dimension		Consequence to Job	<input type="checkbox"/> Major	<input type="checkbox"/> Minor	<input type="checkbox"/> NA
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CE Consistently Exceeds Requirements	ER Exceeds Requirements	MR Meets Requirements	NI Needs Improvement	FM Fails to Meet Requirements
Adjusts verbal communication to the style and background of different audiences. Anticipates and provides information others may need to maintain productive work. Listens actively to understand both the message and the speaker's feelings.	Communicates complex information clearly. Uses questions to gather information and to encourage two-way communication. Organizes lengthy written communication to enable easy understanding.	Informs supervisors and co-workers of events, problems and actions which affect their areas of responsibility. Listens attentively before responding. Writes clearly and concisely.	Provides information which is confusing or contradictory. Fails to provide information needed by others. Requires that messages often be repeated because of poor listening habits. Written communication contains grammatical and spelling errors.	Consistently fails to provide information needed by others. Is impatient, discourteous, and abrupt in communicating with others. Interrupts when others are speaking. Written communication is disjointed and incomplete.

Comments:

5. WORK HABITS: Rate the degree to which the employee uses time and resources constructively and is on the job as required.

Rating on Dimension		Consequence to Job	<input type="checkbox"/> Major	<input type="checkbox"/> Minor	<input type="checkbox"/> NA
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CE Consistently Exceeds Requirements	ER Exceeds Requirements	MR Meets Requirements	NI Needs Improvement	FM Fails to Meet Requirements
Encourages and coaches others in the efficient use of resources. Sets an example in his/her positive regard for and observance of the regulations and procedures needed for a productive work group.	Looks for ways to accomplish the work with more efficient use of resources. Shows concern for the workload and requirements placed on others when requesting annual leave.	Uses court or agency time, materials, and equipment appropriately. Follows rules, regulations, and policies on work hours, breaks, lunch periods, and personal calls. Acquires prior approval for leave.	Uses time, materials, and/or equipment inefficiently. Requires reminders regarding rules, regulations, and policies. Frequently arrives late or returns late from lunch or breaks. Fails to schedule annual leave in advance or with regard for the workload.	Wastes time, materials, and resources. Fails to observe rules, regulations, and policies. Follows a pattern of absenteeism and tardiness. Is often not available when needed. Fails to consider the impact on others and the workload of annual leave. Fails to request prior approval for annual leave.

Comments:

6. SAFETY/SECURITY: Rate the degree to which the employee follows safety and security procedures.

Rating on Dimension		Consequence to Job	<input type="checkbox"/> Major	<input type="checkbox"/> Minor	<input type="checkbox"/> NA
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CE Consistently Exceeds Requirements	ER Exceeds Requirements	MR Meets Requirements	NI Needs Improvement	FM Fails to Meet Requirements
Encourages others to identify and correct hazards in working conditions. Persuades others to follow safe operating practices. Evaluates all situations and documents requiring safeguarding of sensitive or confidential information to ensure confidentiality.	Identifies and corrects hazards in working conditions. Communicates to others regarding hazards or unsafe working conditions. Carefully follows all requirements and regulations regarding safeguarding sensitive or confidential information or situations.	Maintains a safe work environment. Makes a conscious effort to avoid and prevent hazards that could result in an injury or loss. Properly safeguards and handles sensitive or confidential information, documents, data, etc.	Allows materials, equipment, and paper to become disorderly and create an unsafe work environment. Works carelessly, contributing to the likelihood of accident or injury. Is careless in protecting sensitive or confidential information.	Disregards safety rules and regulations. Makes no effort to correct unsafe working conditions. Fails to protect sensitive or confidential information.

Comments:

7. SUPERVISION: Rate the degree to which the supervisor directs the work of employees by scheduling work assignments, coaching and counseling for skill development, and monitoring work results.

Rating on Dimension		Consequence to Job	<input type="checkbox"/> Major	<input type="checkbox"/> Minor	<input type="checkbox"/> NA
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CE Consistently Exceeds Requirements	ER Exceeds Requirements	MR Meets Requirements	NI Needs Improvement	FM Fails to Meet Requirements
Approaches work in a positive, upbeat manner, which sets a productive work climate. Values and draws on the different styles and abilities of employees. Frequently gives time to helping employees further develop their skills and understanding of how their work contributes to the success of the Judiciary. Provides a model for other supervisors in how to develop and motivate employees.	Looks for and takes advantage of frequent opportunities to coach and encourage employees. Prepares employees to work together effectively. Confronts and resolves problems in a constructive way that maintains employee self-esteem. Encourages employees to take initiative and coaches them in developing ideas more fully.	Provides clear direction to employees on work to be done. Encourages input from employees. Is available to provide guidance to employees when needed. Coaches employees in how to effectively perform their work. Monitors work results regularly and makes adjustments when needed to revise or re-distribute work. Makes hiring, evaluation, and disciplinary decisions in accordance with rules and regulations.	Assigns work that is unbalanced in expectations from employees. Fails to plan and organize work for the group. Avoids confronting employee problems. Fails to recognize and respond to employee needs for assistance and guidance. Does not ask for employee input. Makes decisions which do not conform to the rules and regulations for hiring, evaluation, and discipline.	Treats employees discourteously. Approaches problems by seeking to establish blame. Disregards employee input and ideas. Disregards rules and regulations for hiring, evaluation and discipline. Fails to communicate complete information. Creates a climate of mistrust and apathy. Treats employees with favoritism. Contributes to difficulties in working relationships.

Comments:

8. PERFORMANCE EVALUATION: Rate the degree to which the supervisor objectively analyzes job requirements, communicates requirements and performance results to employees, and evaluates employee performance.

Rating on Dimension		Consequence to Job	<input type="checkbox"/> Major	<input type="checkbox"/> Minor	<input type="checkbox"/> NA
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CE Consistently Exceeds Requirements	ER Exceeds Requirements	MR Meets Requirements	NI Needs Improvement	FM Fails to Meet Requirements
Helps employees to see how their contributions influence the success of the court. Solicits input from others regarding employees' performance effectiveness. Uses feedback and evaluation as an effective coaching and motivational tool. Asks for and responds to feedback on his/her own performance.	Works with employees to set goals and expectations. Provides frequent feedback and coaching which helps employees recognize strengths and areas for improvement. Identifies training that would further benefit employee development. Involves employees in discussing their self-evaluations as a means of further coaching them in effective performance.	Sets clear goals and expectations for employee performance. Provides regular positive and constructive feedback. Maintains notes on all performance of all employees. Evaluates objectively the behavior and skills each employee uses in performing the job. Supports evaluations by specific descriptions of job-related employee behavior.	Communicates employee requirements with unclear or incomplete information. Provides feedback on an irregular basis. Criticizes poor performance but fails to praise good performance. Keeps performance notes sporadically. Becomes emotional or accusatory when providing evaluation information to employees.	Fails to provide information to employees regarding performance requirements. Fails to provide feedback on employee progress. Fails to keep performance notes. Becomes hostile in providing employee evaluation. Resists evaluating employees. Evaluates employees using subjective, non-job-related criteria.

Comments:

B. EVALUATION SUMMARY

What are this employee's primary accomplishments during this review period?
What are this employee's strengths?
What are this employee's areas for improvement?

C. DEVELOPMENT PLAN

Job Goals (Identify 3 primary goals to be accomplished over the next review period)		
1.	2.	3.
Personal/Career Goal		
Skills and Knowledge to Be Developed		
Training Plan		
Classroom:	Cross-training:	Work Assignment:

D. OVERALL EVALUATION

Overall Performance Rating:	
<input type="checkbox"/> Consistently exceeds requirements	<input type="checkbox"/> Needs improvement
<input type="checkbox"/> Exceeds requirements	<input type="checkbox"/> Fails to meet requirements
<input type="checkbox"/> Meets requirements	
Supervisor's Comments	
Employee's Comments	

SIGNATURES	
Employee:	Date:
Supervisor:	Date:
Reviewer:	Date:

AOC and Magistrate Courts	For District Courts, Metropolitan Court and all other Agencies
C Original copy to Human Resources Division	C Cover sheet to Human Resources Division
C Copy to employee	C Original retained in court or agency personnel file
C Copy retained at court	C Copy to employee