

EMPLOYEE PERFORMANCE PLAN and PERFORMANCE EVALUATION FORM

Please review the Employee Performance Planning and Evaluation Instructions
before completing any part of this form.

Judicial Entity:					
Employee Name:				Employee ID #:	
Employee Job Title:	Job Spec #:	Pay Range:	100% Compa: \$		
Employee Hire Date:					
Supervisor Name & Job Title:					
Reviewer Name and Job Title:					
EVALUATION SUMMARY INFORMATION					
DATE	SCORE	Initial upon completion of any Interim Eval.			INCREASE AMOUNT
		Emp	Super	Rev	
Interim:					Not Applicable
Pre-Evaluation Hourly Rate: \$		EFFECTIVE DATE		%	NEW Hourly
End of Probation:					\$
Focal Point:					\$

**EMPLOYEE PERFORMANCE PLAN
and
PERFORMANCE EVALUATION FORM**

<u>PLAN – Section 1</u>				<u>EVAL</u>
				Section 4
Grouped Task #	Work Assignments, Goals & Objectives	Results Expected	Job Effectiveness & Organizational Success Competencies List by #	Point Score (Complete at the end of evaluation cycle.)
1				
EVAL NOTES				
2				
EVAL NOTES				
3				
EVAL NOTES				
4				
EVAL NOTES				

If assigned supervisory responsibilities GO TO Section 3. If not, proceed to complete Section 1.

**EMPLOYEE PERFORMANCE PLAN
and
PERFORMANCE EVALUATION FORM**

5			
EVAL NOTES			
6			
EVAL NOTES			
7			
EVAL NOTES			

Other duties within the scope of the job classification may be assigned during the evaluation cycle. Significant additional duties upon which the employee will be evaluated should be attached to the Plan as an addendum

<u>PLAN – Section 2 - Required Work Qualities</u>	
8 Ref: (Glossary of Terms)	Adaptability to change, attendance, commitment to quality work, cooperation and teamwork, dependability, good interpersonal skills, honesty, recognize diversity, respect for others, result oriented, take responsibility, willingness to learn.
EVAL NOTES	

**EMPLOYEE PERFORMANCE PLAN
and
PERFORMANCE EVALUATION FORM**

PLAN - Section 3 - The three (3) Mandatory Leadership Tasks				EVAL Section 4
Task #	Work Assignments, Goals & Objectives	Results Expected	Job Effectiveness & Organizational Success Competencies (List by #)	Point Score (Complete at the end of evaluation cycle.)
S5	<p>Employee Coaching, Counseling and Discipline Application of supervisory coaching, counseling and training to improve employee job performance and work satisfaction. For example, empower, enable or authorize an employee to think, behave, take action, control work and make decisions in autonomous ways, when appropriate.</p> <p>Provide guidance regarding areas in which the employee's performance can improve, provide necessary training and resources. Recognize and acknowledge good performance, and use positive encouragement.</p> <p>When necessary, apply and document progressive discipline to handle employee job-related behavior and work performance that does not meet expected performance and/or behavioral standards. Address employee discipline in a consistent, fair, honest and accurate manner. Understand and follow NM Judicial Branch Personnel Rules and employment laws.</p>	<p>Apply frequent and appropriate encouragement and direction.</p> <p>In a timely manner ensure training is provided based upon need.</p> <p>Provide day-to-day feedback.</p> <p>Follow-up in a timely manner.</p> <p>Immediately apply appropriate levels of consequences/discipline for inappropriate behavior patterns or poor work performance.</p> <p>Immediately define and document clearly what is expected of him/her in the future.</p>	<p>SC1 – Employee Recognition SC2 – Employee Training 2-Achieve Results 4-Adherence to Policy 6-Communicate Effectively 7-Confidentiality 8-Conflict Management 12-Effective Decisions 13-Effective Feedback 15-Effective Writing Skills 21-Planning and Preparing 23-Problem Solving</p>	
EVAL NOTES				
S6	<p>Employee Performance Planning and Evaluation Follow NM Judicial Branch Personnel Rules and Employee Performance Planning Guidelines. Develop employee performance plans and evaluate employee work performance.</p> <p>Guide employees by setting specific, measurable, attainable, relevant, and time framed work goals and objectives. Clearly communicating expectations. Communicate effectively, objectively and clearly both orally and in writing with the employee and reviewer throughout the evaluation cycle.</p>	<p>Set timely schedules for performance planning & evaluation</p> <p>Timely communicate and provide employee feedback.</p>	<p>SC3 – Employee Work Development SC4 – Goal Setting 2-Achieve Results 4-Adherence to Policy 6-Communicate Effectively 7-Confidentiality 13-Effective Feedback 21-Planning and Preparing</p>	
EVAL NOTES				

**EMPLOYEE PERFORMANCE PLAN
and
PERFORMANCE EVALUATION FORM**

<p>S7</p>	<p>Employee Supervision</p> <p>Understand and follow NM Judicial Branch Personnel Rules and Policies, and employment laws (i.e., FMLA, ADA, OSHA, FLSA)</p> <p>Implement the organization’s policies effectively and fairly.</p> <p>Plan, organize and set work goals and outcomes. Identify what type of work needs to be performed and the time frame for completion.</p> <p>Provide direction to staff and control the work activities of the organizational unit to meet work goals.</p> <p>Hire, train, mentor, lead, assist, motivate, approve time and oversee subordinate personnel.</p> <p>Establish and maintain a work environment that is free of harassment (including sexual harassment), discrimination and retaliation.</p>	<p>Be involved in day-to-day operations.</p> <p>Timely, efficiently and accurately meet organizational and work unit demands and goals.</p> <p>Interact often with staff and effectively bridge the goals of management and employees.</p>	<p>SC4 – Goal Setting</p> <p>SC5 – Management (Court or Office)</p> <p>SC8 – Management (Team Leadership)</p> <p>SC9 – Strategic Planning</p> <p>2-Achieve Results</p> <p>3-Acquire New Knowledge</p> <p>4-Adherence to Policy</p> <p>6-Communicate Effectively</p> <p>10-Creativity/Innovation</p> <p>12-Effective Decisions</p> <p>15-Effective Writing Skills</p> <p>17 – Initiative</p> <p>21-Planning & Preparing</p> <p>22 – Prioritizing</p> <p>23-Problem Solving</p> <p>27-Safety</p>
<p>EVAL NOTES</p>	<div style="background-color: #cccccc; height: 50px;"></div>		

**EMPLOYEE PERFORMANCE PLAN
and
PERFORMANCE EVALUATION FORM**

PLAN SIGNATURE PAGE

EMPLOYEE COMMENTS on PLAN:

[Large yellow rectangular area for employee comments]

Signatures - PERFORMANCE PLAN

The employee signature does not indicate complete agreement with the Performance Plan. It indicates receipt and understanding of the assigned work assignments, goals and objectives, results expected, job competencies & qualities. To be signed at the beginning of the evaluation cycle.

Employee Signature:	Date
Supervisor Signature:	Date
Reviewer Signature:	Date

Copy PLAN - Employee Personnel File, Employee & Reviewer
Original PLAN - Supervisor (To be kept until the performance evaluation cycle is completed.)

**EMPLOYEE PERFORMANCE PLAN
and
PERFORMANCE EVALUATION FORM**

EVALUATION SIGNATURE PAGE

Section - 4 - <u>PERFORMANCE EVALUATION</u> (Completed at the end of the evaluation cycle.)							
Grouped Task # and Score							
1	2	3	4	5	6	7	8 Work Qualities
<p>To find the overall point score of Sections 1, 2 and 3 (if applicable), add the task scores plus one score for required work qualities, and then divide by the total number. (For example, 7 grouped tasks + 1 work quality score = a denominator of 8) The denominator will change based upon the number of grouped tasks, but shall never exceed 8 or be less than 4. Scores may be reflected in whole numbers and as necessary with quarters (i.e., 3.25, 3.50 or 3.75) No score may be more than 4.0. Also enter final overall evaluation point score on the front page.</p>						Section 1, 2 & 3 <u>Overall Point Score</u>	
EMPLOYEE COMMENTS on EVALUATION:							
OVERALL EVALUATOR(S) COMMENTS on EVALUATION:							

Signatures – <u>FINAL PERFORMANCE EVALUATION</u>	
<p>The employee signature does not indicate complete agreement with the Performance Evaluation. It indicates receipt and understanding of the evaluation rating. <u>To be signed at the end of the probation or focal point evaluation cycle.</u></p>	
Employee Signature:	Date
Supervisor Signature:	Date
Reviewer Signature:	Date

Original PLAN & EVALUATION - Employee Personnel File; Copy - Employee, Supervisor & Reviewer