



STATE OF NORTH CAROLINA
OFFICE OF STATE HUMAN RESOURCES

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September 24, 2025

TO: Agency Heads
CC: Human Resources Directors
FROM: Staci Meyer, Director *SM*
RE: Changes to NCVIP Technology

This memo provides guidance around recent changes to NCVIP technology, which will impact future performance cycles, including the current FY 2024-25 cycle. There are two main areas of impact: launch task from email, and goal progress.

1. **Launch Task from Email** - When an employee or manager is assigned a performance task step, an email is sent to notify the user. With this enhancement, a hyperlink will be included in these emails to make it easier for users to access their performance tasks. The link will direct the user to the overview page of the assigned step. This link will also be displayed on the reminder emails sent one week before a step is due.
 - a. OSHR will turn on the links in email in the coming days.
2. **Goal Progress** - Two enhancements are now available, and agencies are given the option to opt in or out. Additionally, OSHR will ask agencies to review their decision(s) annually. Goal progress can still be updated on the performance goals page with either or both enhancements enabled.
 - a. **At Risk Indicator** - The first enhancement will remove the 'at risk' language from goals that are less than 50% complete after the mid-point of the goal's start and due dates. Rather than displaying 'at risk' in the goal status and changing the status color to red, the goal will show 'in progress' and remain green until progress is updated to 100%.
 - b. **Overall Goal Progress Indicator** - This enhancement will remove the goal progress indicator and the total goal weight indicator on the performance goals page.

Beginning with the FY 2025-26 Annual Performance Evaluation (APE), there will be a Decline to Sign option.

1. **Decline to Sign** - Launching in June 2026, employees will see a new option of 'decline to sign' on the signature page of the evaluation, visible during step 5. The decline to sign option will allow employees to decline to add their signature to the 'sign off' section of the performance review, to indicate they do not agree with the outcome of the performance review. Previously, if the employee did not wish to sign their evaluation, the entire task would remain 'incomplete.' With this enhancement, if an employee uses the decline to sign option, the overall task status can show 'completed,' providing a more accurate representation of the task's status.

If you have additional questions, please reach out to James Weston, business systems analyst, OSHR: james.weston@nc.gov | (984)-236-1010.

Thank you for your commitment to a better North Carolina for all.