



POLICY OVERVIEW 2014

It is the philosophy of North Carolina government to **Value Individual Performance** and to provide an integrated performance management (PM) process which evaluates employees' knowledge, skills, and experience to achieve organizational mission, goals, and business objectives.

THESE EFFORTS INVOLVE:

- Facilitating effective communication between employees and managers/supervisors;
- Ensuring employees have a clear understanding of the performance expected of them and how their individual work contributes to achievement of the organizational mission;
- Ensuring employees provide, as well as receive, input regarding development of individual goals;
- Identifying and implementing opportunities for employee development and discussion of career objectives; and
- Providing policy consistency.

The PM policy covers all permanent, probationary, trainee, and time-limited employees and will operate on the standard state government from July 1 through June 30.

The PM process will be standardized statewide and will consist of **3 Stages**:

STAGE ONE: PERFORMANCE PLANNING,

the stage in which an employee's annual Performance Plan will include strategically aligned critical individual goals, a description of how goals will be measured, and the level of performance required to meet expectations and values. Goals will be written at the "Meets Expectation" level.

STAGE TWO: PERFORMANCE FEEDBACK,

the stage in which managers/supervisors, throughout the performance cycle, must observe and document employee performance results and behaviors on a regular and consistent basis.

STAGE THREE: ANNUAL PERFORMANCE EVALUATION,

the stage in which each employee's individual goals and values shall be rated using the standardized rating scale consisting of three (3) levels defined as follows:

- a. **Exceeds Expectations (3)** - the level of performance for which the employee consistently exceeds documented expectations and measurements,
- b. **Meets Expectations (2)** - the level of performance for which an employee consistently meets and occasionally exceeds the defined job expectations and measurements, and
- c. **Does Not Meet Expectations (1)** - the level of performance for which an employee's performance is at an unacceptable level and does not meet job expectations and measurements.

A final overall rating shall be assigned and entered into the appropriate system of record. The Office of State Human Resources shall monitor, evaluate, and report to ensure agency compliance.

Visit NCVIP.NC.GOV to read the policy in its entirety.