

**Performance Management
the NCVIP Way**
Office of the State Controller
Governmental Accounting and Financial Management Update
June 5, 2015


OFFICE OF STATE HUMAN RESOURCES	
Dr. Jenn McGinnis Organizational Effectiveness Manager	Tonya Easterwood PM System Administrator

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Agenda

- Business Need
- Project Overview
- Key Policy Points
- NCVIP Process
- System Demonstration
- Q&A

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Business Need

- Performance management (PM) initiative will standardize:
 - Philosophy
 - Policy
 - Process, including cycle and rating scale
- All BEACON organizations will utilize centrally funded technology to:
 - Automate the PM process
 - Administer, document, track, and report individual and organizational performance
 - Provide direct line of sight for goals
 - Enhance calibration within agencies and across enterprise

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Project Overview

2014 Dates

- **JUL – OCT:** Change Management
- **AUG:** Policy Approval by SHRC, with an effective date of 7/1/15
- **DEC:** Pilot Agencies Go Live

2015 Dates

- **30 JAN:** Phase I Agencies Go Live
- **27 FEB:** Phase II Agencies Go Live
- **23 MAR:** Phase III Agencies Go Live
- **1 JUL:** Begin New Performance Cycle

4



PM as a Process



PROCESS



EVENT

5

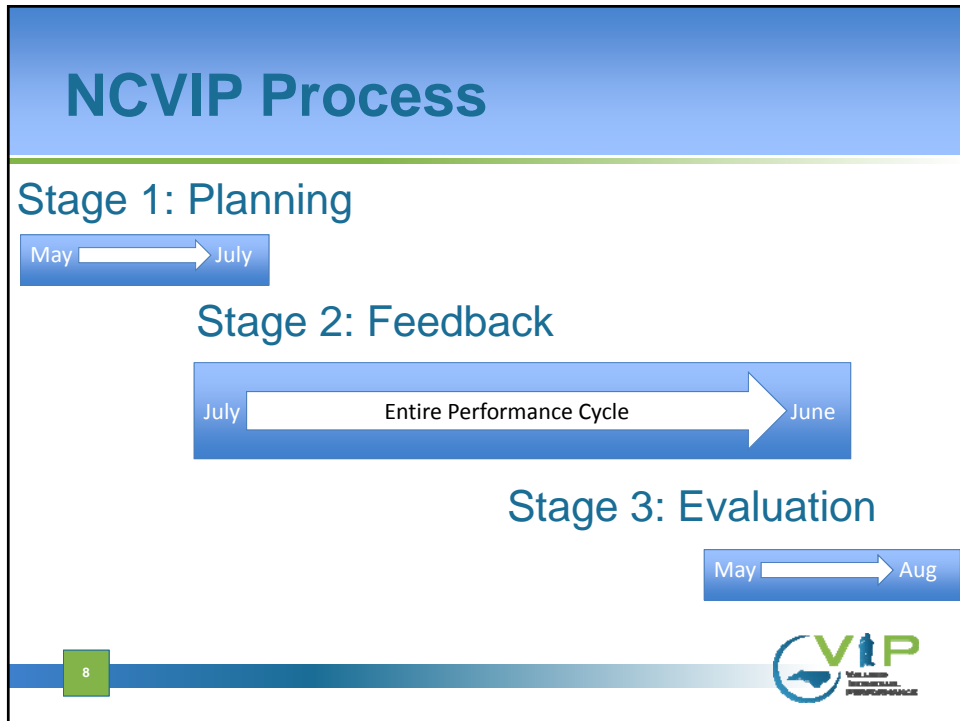
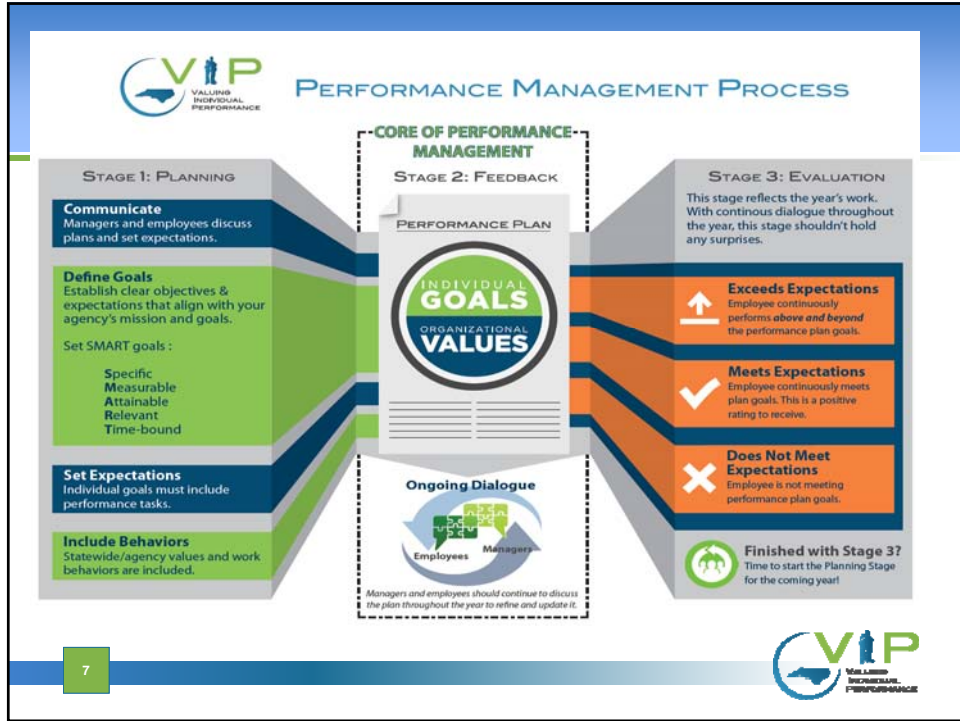


Key Policy Points

- Employees and Managers Share Responsibility
- Fiscal Year Cycle
- Three-Point Rating Scale
- Two Components, with 50%/50% Weight
 - Goals – 3-5 written in the SMART Format
 - Weights may vary
 - Values – 2-4 determined by SHR Director and additional 5-7 determined by Agency Leaders
 - Equal weights

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Stage One: Planning

STAGE 1: PLANNING

Communicate
Managers and employees discuss plans and set expectations.

Define Goals
Establish clear objectives & expectations that align with your agency's mission and goals.
Set SMART goals :
Specific
Measurable
Attainable
Relevant
Time-bound

Set Expectations
Individual goals must include performance tasks.

Include Behaviors
Statewide/agency values and work behaviors are included.

Managers/Supervisors:

- Determine priorities and goals for the team and discuss
- Determine priorities for individuals and discuss with employees
- Discuss how process will work for the year
- Outline what employees can expect
- Clarify the NCVIP process
- Answer any questions from employees

Employees:

- Establish priorities and discuss with manager
- Understand the NCVIP process and what is expected of them

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Stage One: Planning (2)

STAGE 1: PLANNING

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Set SMART goals :
Specific
Measurable
Attainable
Relevant
Time-bound

Set Expectations
Individual goals must include performance tasks.

Include Behaviors
Statewide/agency values and work behaviors are included.

Managers:

- Define goals for employees
- Define tasks for employees
- Review goals submitted by employees
- Approve at least 3 but no more than 5 goals per employee

Employees can:

- Define goals and seek managerial approval
- Define tasks and weights and seek managerial approval
- Understand how the goals connect with the overall team goals

ALL GOALS SHOULD BE WRITTEN AT THE "MEETS EXPECTATION" LEVEL

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Stage One: Planning (3)



Values are behavioral based expectations. They address how the work will be accomplished.

Values are defined by OSHR (Statewide Core Values) and Agency Leadership (Agency specific) and will already be populated on the Performance Plan for all employees and managers. Values cannot be modified.

Managers:

- Understand assigned values and how they tie into agency and statewide mission
- Communicate what meeting or exceeding behaviors look like for individual employees

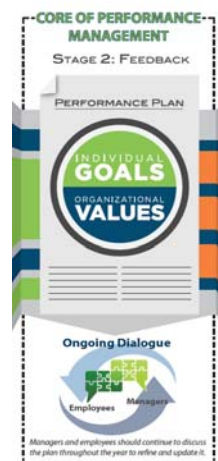
Employees:

- Understand the values and how they can meet or exceed expectations.

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Stage Two: Feedback



Feedback is utilized to:

- Reinforce positive behavior(s)
- Learn a new behavior(s) or skill(s)
- Touch base, check in, update
- Record accomplishments toward goals and values
- Correct behavior(s)

Feedback should:

- Be provided frequently
- Can be informal (verbal conversation) or formal (documented in the system or written down for documentation)
- Provide an avenue for discussion between employees and managers
- Provide information to determine if the Performance Plan needs to be refined or adjusted

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Providing Feedback

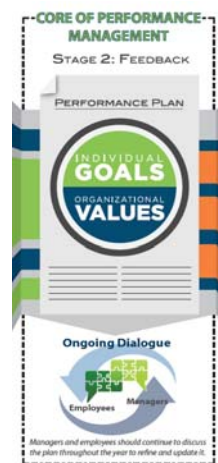
“Facilitate effective communication between employees and managers/supervisors”

- Meet Regularly {
 - Schedule a regular time to talk about performance goals, progress, and obstacles.
 - Monthly or bi-weekly meetings are a good place to start.
- Confidentiality {
 - Build trust by maintaining confidentiality when discussing individual performance.
- Clarify Expectations {
 - Break complex tasks or projects into smaller steps.
 - Be specific so progress can be tracked more easily.
- Document Progress {
 - Allows discussion of specific events and achievements at any point during the year.
- Address Issues {
 - Don't put off difficult conversations.

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Stage Two: Feedback (2)



- Continuous conversation between employees and managers
- Employees or managers/supervisors document and update progress in system
- Manager/Supervisor and employees should discuss any refinements or changes to the plan
- Plans can be modified with managerial approval. This allows for adjustments (i.e., change in due date due to decreased funding) based on external constraints.
- Modifications will be tracked
- No surprises!

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Annual Performance Evaluation

STAGE 3: EVALUATION
This stage reflects the year's work. With continuous dialogue throughout the year, this stage shouldn't hold any surprises.

- Exceeds Expectations**
Employee continuously performs above and beyond the performance plan goals.
- Meets Expectations**
Employee continuously meets plan goals. This is a positive rating to receive.
- Does Not Meet Expectations**
Employee is not meeting performance plan goals.

Finished with Stage 3?
Time to start the Planning Stage for the coming year!



Three-Point Scale:

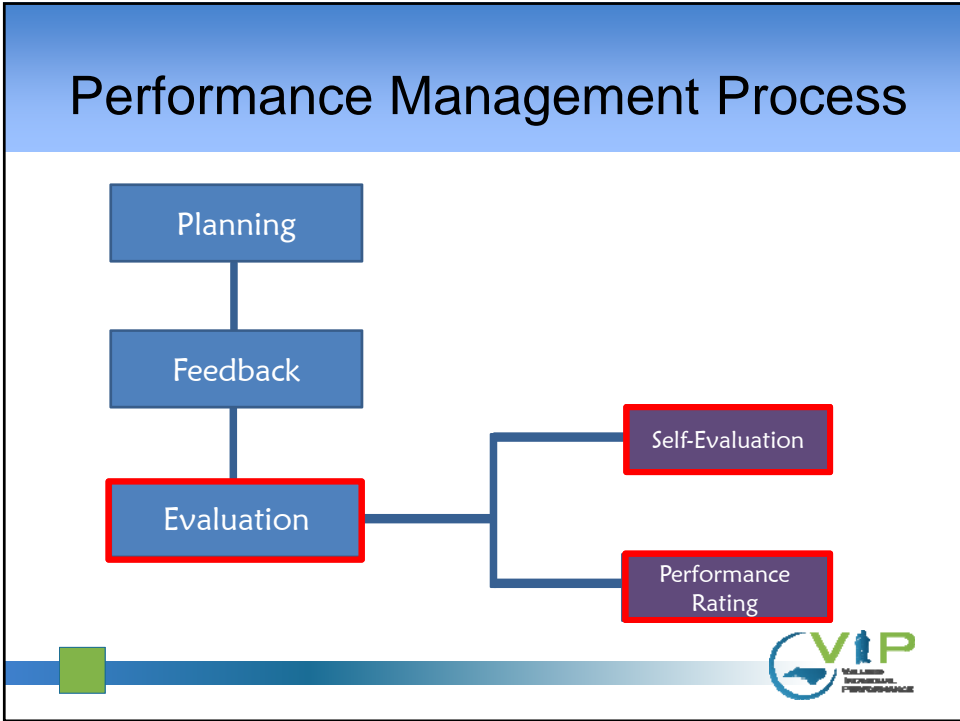
- 3. Exceeds Expectations
- 2. Meets Expectations
- 1. Does Not Meet Expectations

- Most Employees Will Perform at the “Meets Expectations” level, which is where goals/values are written.
- To receive an “Exceeds Expectations” rating, an employee must repeatedly makes exceptional or unique contributions to the organization that are above the requirements of his/her duties and responsibilities.
- If an employee receives a “Does Not Meet Expectations” rating on any goal or value, that employee cannot receive an overall “Exceeds Expectations” rating.
- Overall ratings will be calibrated (discussed and justified) to ensure ratings are being consistently applied among managers, divisions and agencies.
- Must have a Performance Plan in place for at least 6 months to receive an overall performance rating.

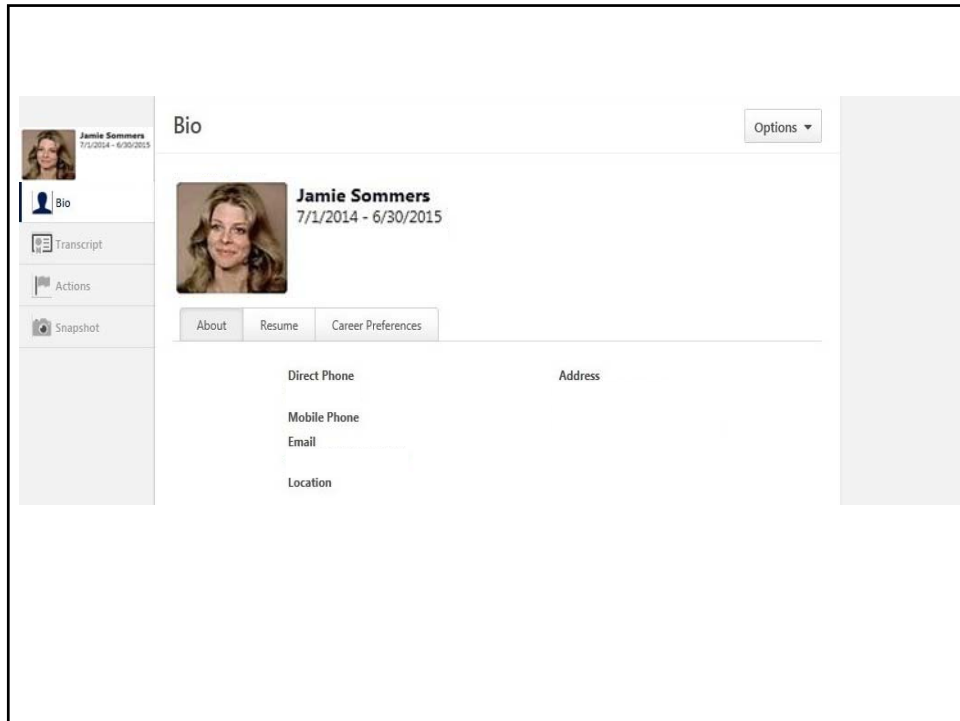


Performance Management System Demonstration

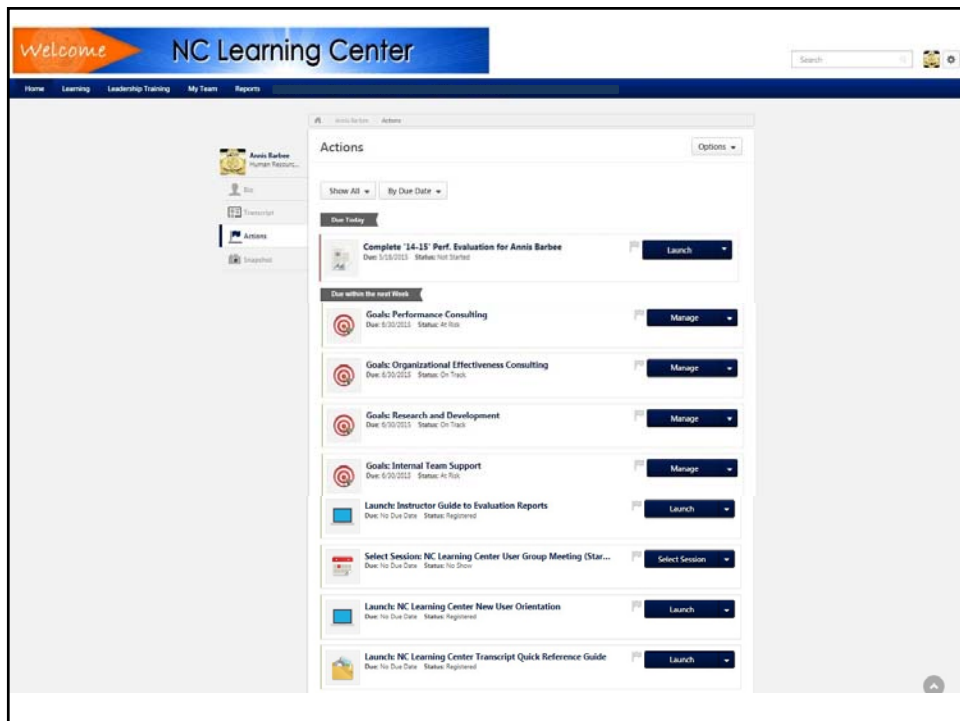




The screenshot shows the NC Learning Center website. The header includes a 'Welcome' message and the site name 'NC Learning Center'. A navigation menu contains 'Home', 'Learning', 'Leadership Training', 'My Team', and 'Reports'. A search bar is located in the top right. The main content area features several interactive elements: a 'Welcome' dropdown menu, a 'It's get started.' prompt, and three large buttons: 'My Training and Transcript', 'Browse for Training', and 'Connect'. To the right, there are promotional banners for 'Cybersecurity Online Learning', 'Microsoft Office Training offered by the Office of ITS', and the 'VIP VALUING INDIVIDUAL PERFORMANCE' logo with a 'Learn More' button. At the bottom, there are 'Event Calendar' and 'My Task List' buttons. The footer includes the 'Cornerstone' logo and copyright information: 'Powered by Cornerstone OnDemand, Inc. ©2000-2014 All Rights Reserved. Terms - Privacy - Cookies'.



The image shows a user profile page for Jamie Sommers. On the left is a sidebar with navigation options: Bio, Transcript, Actions, and Snapshot. The main content area is titled "Bio" and includes a profile picture, name "Jamie Sommers", and dates "7/1/2014 - 6/30/2015". Below this are tabs for "About", "Resume", and "Career Preferences". The "About" tab is active, showing fields for "Direct Phone", "Mobile Phone", "Email", "Address", and "Location". An "Options" dropdown menu is located in the top right corner.



The image shows the "NC Learning Center" dashboard for user Annis Barbee. The header includes a "Welcome" message and navigation links for Home, Learning, Leadership Training, My Team, and Reports. The main content area is titled "Actions" and lists various tasks with due dates and status indicators. The tasks are categorized into "Due Today" and "Due within the next week".

Task	Due Date	Status	Action
Complete "14-15" Perf. Evaluation for Annis Barbee	Due: 5/18/2015	Status: Not Started	Launch
Goals: Performance Consulting	Due: 6/30/2015	Status: At Risk	Manage
Goals: Organizational Effectiveness Consulting	Due: 6/30/2015	Status: On Track	Manage
Goals: Research and Development	Due: 6/30/2015	Status: On Track	Manage
Goals: Internal Team Support	Due: 6/30/2015	Status: At Risk	Manage
Launch: Instructor Guide to Evaluation Reports	Due: No Due Date	Status: Registered	Launch
Select Session: NC Learning Center User Group Meeting (Star...	Due: No Due Date	Status: Not Done	Select Session
Launch: NC Learning Center New User Orientation	Due: No Due Date	Status: Registered	Launch
Launch: NC Learning Center Transcript Quick Reference Guide	Due: No Due Date	Status: Registered	Launch

Overview

- Goal Rating (50% of...)
- Organizational Core...
- Summary
- Sign Off/Approve

Overview

Rate each individual goal and value using the standardized scale:

(3) - Exceeds Expectations: Performance consistently exceeds documented expectations and measurements and the employee consistently does work going far beyond what is expected in terms such as quantity, quality, timeliness, cost, and customer satisfaction. An overall rating of "Exceeds Expectations" must be supported by thoroughly documented results and demonstrated adherence to organizational values. To receive an overall "Exceeds Expectations" rating, an employee must at a minimum "Meet Expectations" on all organizational values, regardless of level of results achieved on the goals. An employee who receives a "Does Not Meet" on any goal shall not be awarded an overall rating of "Exceeds Expectations" regardless of the level of results achieved or adherence to values.

(2) - Meets Expectations: Performance consistently meets and occasionally exceeds the defined job expectations and measurements where the employee does the job at the level expected for this position and consistently meets what is expected in terms such as quantity, quality, timeliness, cost and customer satisfaction.

(1) - Does Not Meet Expectations: Performance does not meet job expectations and measurements and the employee is performing the job at an unacceptable level in terms such as quantity, quality, timeliness, cost, and customer satisfaction.

N/A - Insufficient Time to Evaluate / LOA

Insufficient Time to Evaluate - Performance information about the employee has been available for less than six months and thus, a performance rating cannot be assigned at this time.

Leave of Absence (LOA) - Employee is on a paid or unpaid leave of absence and thus, is not available to discuss performance ratings for the Annual Performance Review.

Review Step Progression

- Employee Complete Self Perf. Evaluation Due: 6/3/2015
- Manager Approve Perf. Evaluation
- Indirect Manager Review Perf. Evaluation
- Manager Sign Off
- Employee Sign Off

[Get Started](#)

Overview

- Goal Rating (50% of...)
- Organizational Core...
- Summary
- Sign Off/Approve

OCOB Financial Examiners: Competence

Ensure adequate training to review emerging issues and enhance individual competency.

Progress: 90%

Status: On Track

Start Date: 7/1/2014

Due Date: 6/30/2015

more...

2 - Meets Expect... ⓘ

Comments:

B I U [Rich Text Editor Icons]

Implement Performance Management System

Implement Performance Management System

Progress: 90%

Status: On Track

Start Date: 7/1/2014

Due Date: 6/30/2015

more...

2 - Meets Expect... ⓘ

Comments:

B I U [Rich Text Editor Icons]

[Back](#) [Save and Exit](#) [Save and Continue](#)

FY 2014 - 2015 Annual Performance Evaluation

Options

- Attachments
- Employee Details
- Complete Offline
- Upload Review
- Print Review

0%

Overview

Goal Rating (50% of...)

Organizational Core...

Summary

Sign Off/Approve

Jamie Sommers
7/1/2014 - 6/30/2015

Goal Rating (50% of Overall Rating)

Commerce - Employment Consultant: Improve quality of external customer service.

Provide prompt, courteous engagement of customers 100% of the time.

Progress: 90%

Status: On Track

Start Date: 7/2/2014

Due Date: 6/30/2015

more...

Select

Comments:

B I S U

NC Learning Center

Leadership Training My Team

Attachments

Upload up to 3 attachments

Choose File

Cancel Save

0%

Goal Rating (50% of Overall Rating)

Commerce - Employment Consultant: Improve quality of external customer service.

Provide prompt, courteous engagement of customers 100% of the time.

Progress: 0%

Status: On Track

Start Date: 7/2/2014

Due Date: 6/30/2015

more...

Select

Comments:

B I S U

- Overview
- Goal Rating (50% of...**
- Organizational Core...
- Summary
- Sign Off/Approve

Employment Consultant: Support efforts of local management and partner agencies in development and implementation of Integrated Services Delivery (ISD).

Cross-train and be competent in the three ISO Functions.

Progress: 90%

Status: On Track
Start Date: 7/1/2014
Due Date: 6/30/2015
none.

2 - Meets Expect...

Comments:

B I U [List] [Align] [Link] [Image]

Implement Performance Management System

Implement Performance Management System

Progress: 90%

Status: On Track
Start Date: 7/1/2014
Due Date: 6/30/2015
none.

2 - Meets Expect...

Comments:

B I U [List] [Align] [Link] [Image]

Back Save and Exit Save and Continue

- Overview
- Goal Rating (50% of...
- Organizational Core...**
- Summary
- Sign Off/Approve

Statewide Core Value - Diversity & Inclusion

Demonstrates an open-minded approach to understanding people, regardless of their gender, age, race, national origin, religion, ethnicity, disability status, or other characteristics; treats all people fairly and consistently and with dignity and respect; effectively builds an inclusive work environment, composed of people from diverse backgrounds and with diverse perspectives, where everyone feels welcomed and valued and is allowed the opportunity to use his or her skills, abilities, and knowledge to succeed.

2 - Meets Expect...

Comments:

B I U [List] [Align] [Link] [Image]

I have worked very hard during this performance cycle on working with others and including all skills and abilities on teams I have facilitated. I value the diverse backgrounds and competencies of my co-workers.

Statewide Core Value - Safety & Health

Consistently demonstrates a strong commitment to providing state employees with a safe and healthy workplace. Proactively identifies and reduces, or takes action to reduce, risks and hazards and abides by regulatory requirements. Understands the importance of safe work practices and personal protective equipment, enables assigned employees to do the same, and acts to correct unsafe conditions, not waiting for others to correct issues. Develops, implements, and evaluates work processes (utilizes Hazard Recognition practices) that address immediate risk and also improves systems to address future risk.

2 - Meets Expect...

Comments:

B I U [List] [Align] [Link] [Image]

I have tried to apply the lessons I have learned during my Hazard Hero and Slips, Trips, and Falls training in my everyday work environment. I reported a front doormat that was crumbling and causing a hazard for the many participants entering the building for our training classes. I received a Hazard Hero certificate of recognition from the Safety department.

Back Save and Exit Save and Continue Submit

The screenshot shows the NC Learning Center interface. A modal dialog box titled "Submit Review" is centered on the screen. The dialog contains the text: "You will not be able to modify once you have submitted. Are you sure that you want to submit now?" Below the text are two buttons: "Cancel" and "Submit".

In the background, the performance review page for Jamie Summers is visible. The page header includes "NC Learning Center" and a search bar. The main content area shows the employee's name "Jamie Summers" and the review period "7/1/2014 - 6/30/2015". A circular progress indicator shows "50%". The section title is "Organizational Core Values (50% of Overall Rating)". Below this, there is explanatory text about organizational values and a "One Step" dropdown menu.


The screenshot shows the "Summary" section of the performance review interface. It features a table with the following data:

	Employee Complete Self Perf. Evaluation	Manager Approve Perf. Evaluation	Indirect Manager Review Perf. Evaluation	Manager Sign Off	Employee Sign Off
Goal Rating (50% of Overall Rating)	2.0/3.0 2 - Meets Expectations		N/A	-	-
Organizational Core Values (50% of Overall Rating)	2.0/3.0 2 - Meets Expectations		N/A	-	-
Overall	2.0/3.0 1.7-2.6 Meets Expectations				


At the bottom right of the summary panel, there are "Back" and "Next" buttons.

FY 2014 - 2015 Annual Performance Evaluation

Options ▾



Jamie Sommers
7/1/2014 - 6/30/2015



100%

You have completed this step of the performance evaluation

[Go to Action Items](#)

- Overview
- Goal Rating (50% of...)
- Organizational Core...
- Summary
- Sign Off/Approve

Welcome **NC Learning Center**

Home Learning Leadership Training My Team Reports

Search [] [] []

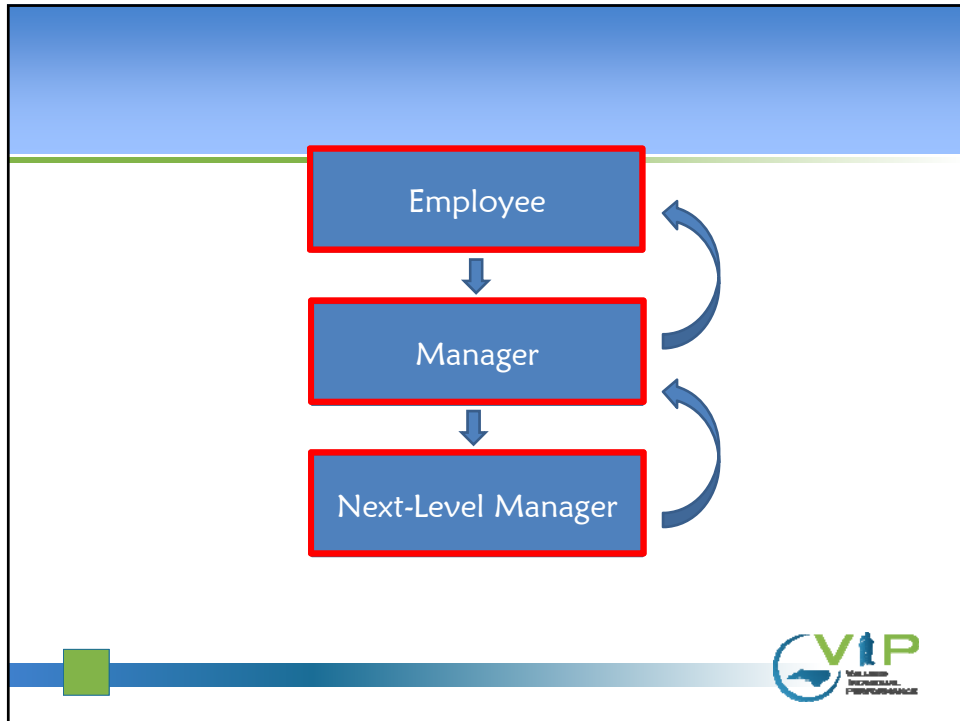
Actions Options ▾

Show All ▾ By Due Date ▾

Due Today

Due within the next week

- Goals: Performance Consulting**
Due: 6/30/2015 Status: At Risk [Manage](#)
- Goals: Organizational Effectiveness Consulting**
Due: 6/30/2015 Status: On Track [Manage](#)
- Goals: Research and Development**
Due: 6/30/2015 Status: On Track [Manage](#)
- Goals: Internal Team Support**
Due: 6/30/2015 Status: At Risk [Manage](#)
- Launch: Instructor Guide to Evaluation Reports**
Due: No Due Date Status: Registered [Launch](#)
- Select Session: NC Learning Center User Group Meeting (Star...**
Due: No Due Date Status: Not Done [Select Session](#)
- Launch: NC Learning Center New User Orientation**
Due: No Due Date Status: Registered [Launch](#)
- Launch: NC Learning Center Transcript Quick Reference Guide**
Due: No Due Date Status: Registered [Launch](#)



Welcome NC Learning Center

Home Learning Leadership Training My Team Reports

Welcome
Schedules Tasks
Universal Profile

It's get started.

My Training and Transcript

Browse for Training

Connect

Event Calendar

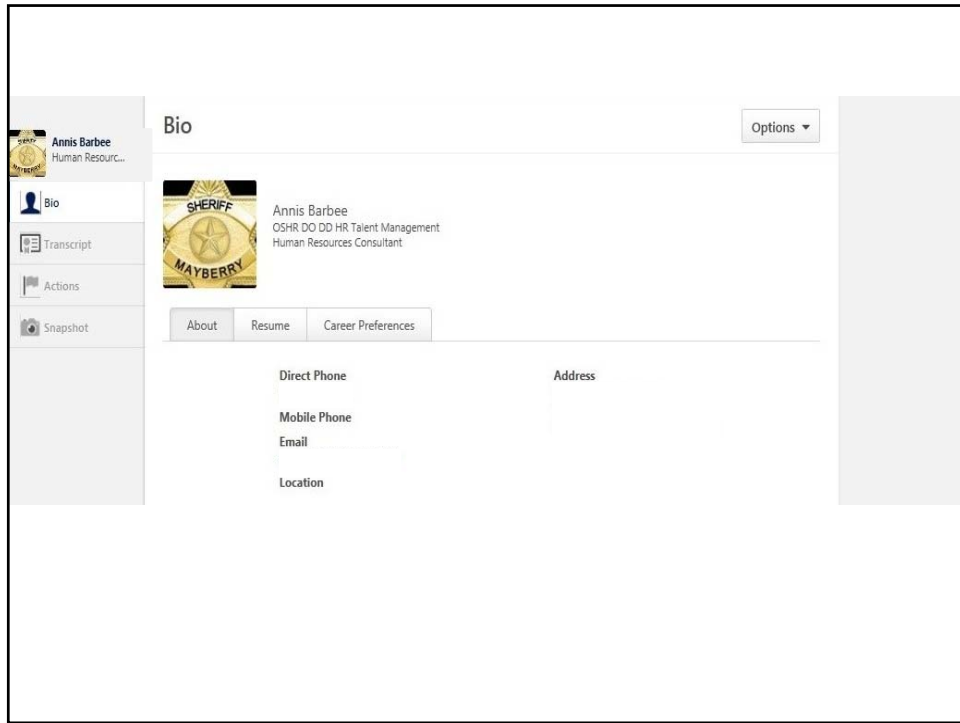
My Task List

Cybersecurity Online Learning

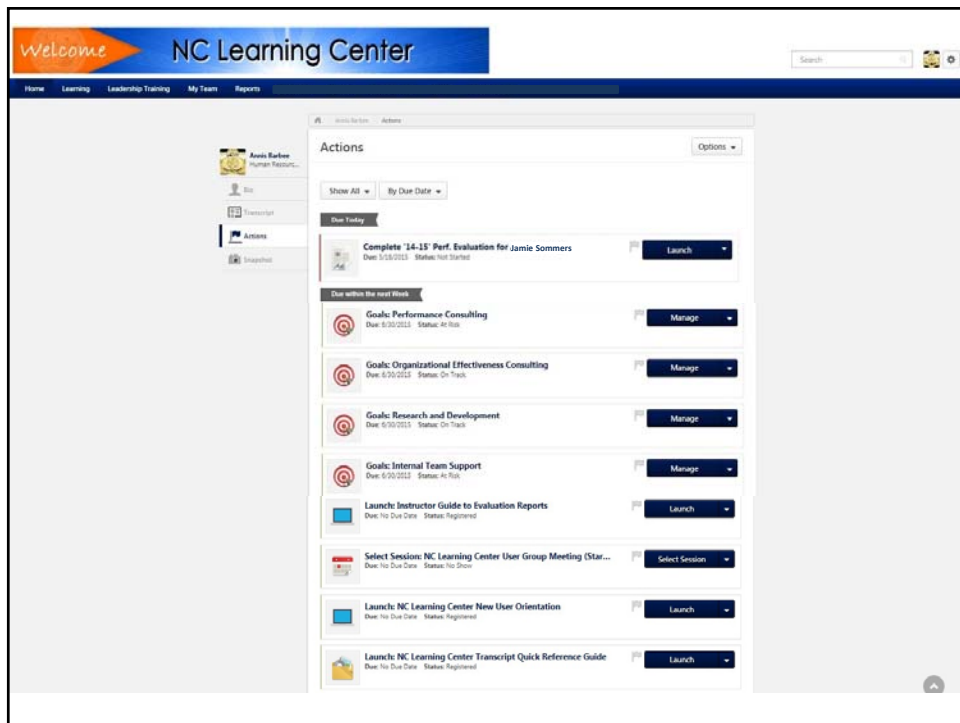
Microsoft Office Training
offered by the Office of ITS

VIP VALUING INDIVIDUAL PERFORMANCE

Cornerstone
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The image shows a user profile page for Annis Barbee. On the left is a navigation sidebar with icons for Bio, Transcript, Actions, and Snapshot. The main content area is titled "Bio" and includes a profile picture of a sheriff's badge with "SHERIFF" and "MAYBERRY" text. Below the name "Annis Barbee" is the title "OSHR DO DD HR Talent Management Human Resources Consultant". There are tabs for "About", "Resume", and "Career Preferences". A form section contains fields for "Direct Phone", "Mobile Phone", "Email", "Location", and "Address". An "Options" dropdown menu is in the top right corner.



The image shows the "NC Learning Center" dashboard. At the top, there is a "Welcome" banner and a navigation menu with "Home", "Learning", "Leadership Training", "My Team", and "Reports". A search bar is located in the top right. The main content area is titled "Actions" and features a sidebar with navigation options: Bio, Transcript, Actions, and Snapshot. The "Actions" list includes:

- Due Today:**
 - Complete "14-15" Perf. Evaluation for Jamie Sommers (Due: 5/18/2015, Status: Not Started) with a "Launch" button.
- Due within the next Week:**
 - Goals: Performance Consulting (Due: 6/22/2015, Status: At Risk) with a "Manage" button.
 - Goals: Organizational Effectiveness Consulting (Due: 6/22/2015, Status: On Track) with a "Manage" button.
 - Goals: Research and Development (Due: 6/22/2015, Status: On Track) with a "Manage" button.
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- Launch: Instructor Guide to Evaluation Reports (Due: No Due Date, Status: Registered) with a "Launch" button.
- Select Session: NC Learning Center User Group Meeting (Star...) (Due: No Due Date, Status: Not Done) with a "Select Session" button.
- Launch: NC Learning Center New User Orientation (Due: No Due Date, Status: Registered) with a "Launch" button.
- Launch: NC Learning Center Transcript Quick Reference Guide (Due: No Due Date, Status: Registered) with a "Launch" button.

Overview

Rate each individual goal and value using the standardized scale:

- (3) – **Exceeds Expectations**: Performance consistently exceeds documented expectations and measurements and the employee consistently does work going far beyond what is expected in terms such as quantity, quality, timeliness, cost, and customer satisfaction. An overall rating of "Exceeds Expectations" must be supported by thoroughly documented results and demonstrated adherence to organizational values. To receive an overall "Exceeds Expectations" rating, an employee must at a minimum "Meet Expectations" on all organizational values, regardless of level of results achieved on the goals. An employee who receives a "Does Not Meet" on any goal shall not be awarded an overall rating of "Exceeds Expectations" regardless of the level of results achieved or adherence to values.
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Leave of Absence (LOA) – Employee is on a paid or unpaid leave of absence and thus, is not available to discuss performance ratings for the Annual Performance Review.

Review Step Progression

- Employee Complete Self Perf. Evaluation
- Manager Approve Perf. Evaluation
Due: 6/3/2015
- Indirect Manager Review Perf. Evaluation
- Manager Sign Off
- Employee Sign Off

[Reopen Step](#) [Get Started](#)

sammy10 eagleeye10 (Self) Rated 2 - 2 - Meets Expectations Review FY 2014 - 2015 Annual Performance Evaluation Time: 5/20/2015 9:50 AM

OCOB Financial Examiners: Competence

Ensure adequate training to review emerging issues and enhance individual competency.

Progress: 90%

Status: On Track
Start Date: 7/1/2014
Due Date: 6/30/2015
none

2 - Meets Expect...

Comments:

Jamie Sommers (Self) Rated 2 - 2 - Meets Expectations Review FY 2014 - 2015 Annual Performance Evaluation Time: 5/20/2015 9:50 AM

I have been able to ensure that adequate training for my stakeholder groups. I have received multiple emails and other feedback statements telling me that my training participants are consistently familiar with emerging issues. They are able to apply the principles to enhance their skills on the job.

Jamie has consistently demonstrated good work on planning his training curriculum on emerging issues to enhance individual competency. Sammy is very reliable in scheduling ample classes and time to meet with stakeholders to ensure they have the resources they need. I appreciate Sammy's willingness to also help other examiner trainers and serve as a mentor to the newer staff in this area.

[Back](#) [Save and Exit](#) [Save and Continue](#)

FY 2014 - 2015 Annual Performance Evaluation

Options

Attachments
Employee Details
Complete Offline
Upload Review
Print Review

0%

Overview
Goal Rating (50% of...
Organizational Core...
Summary
Sign Off/Approve

Jamie Sommers
7/1/2014 - 6/30/2015

Goal Rating (50% of Overall Rating)

Commerce - Employment Consultant: Improve quality of external customer service.

Provide prompt, courteous engagement of customers 100% of the time.

Progress: 90%

Status: On Track
Start Date: 7/1/2014
Due Date: 6/30/2015
more...

Select

Comments:
B I S U

NC Learning Center

Leadership Training My Team

Attachments

Upload up to 3 attachments

Choose File

Cancel Save

0%

Goal Rating (50% of Overall Rating)

Commerce - Employment Consultant: Improve quality of external customer service.

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Progress: 0%

Status: On Track
Start Date: 7/1/2014
Due Date: 6/30/2015
more...

Select

Comments:
B I S U

- Overview
- Goal Rating (50% of...)
- Organizational Core...
- Summary
- Sign Off/Approve

sammy10 eagleye10 (Self) | Rated 2 - 2 - Meets Expectations | Review FY 2014 - 2015 Annual Performance Evaluation | Time: 5/20/2015 9:50 AM

OCOB Financial Examiners: Competence

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Jamie Sommers | (Self) | Rated 2 - 2 - Meets Expectations | Review FY 2014 - 2015 Annual Performance Evaluation | Time: 5/20/2015 9:50 AM

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Back
Save and Exit
Save and Continue

- Overview
- Goal Rating (50% of...)
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- Summary
- Sign Off/Approve

Statewide Core Value - Diversity & Inclusion

Demonstrates an open-minded approach to understanding people, regardless of their gender, age, race, national origin, religion, ethnicity, disability status, or other characteristics; treats all people fairly and consistently and with dignity and respect; effectively builds an inclusive work environment, composed of people from diverse backgrounds and with diverse perspectives, where everyone feels welcomed and valued and is allowed the opportunity to use his or her skills, abilities, and knowledge to succeed.

2 - Meets Expect...

Comments:

I have worked very hard during this performance cycle on working with others and including all skills and abilities on teams I have facilitated. I value the diverse backgrounds and competencies of my co-workers.

Statewide Core Value - Safety & Health

Consistently demonstrates a strong commitment to providing state employees with a safe and healthy workplace. Proactively identifies and reduces, or takes action to reduce, risks and hazards and abides by regulatory requirements. Understands the importance of safe work practices and personal protective equipment, enables assigned employees to do the same, and acts to correct unsafe conditions, not waiting for others to correct issues. Develops, implements, and evaluates work processes (utilizes Hazard Recognition practices) that address immediate risk and also improves systems to address future risk.

2 - Meets Expect...

Comments:

I have tried to apply the lessons I have learned during my Hazard Hero and Slips, Trips, and Falls training in my everyday work environment. I reported a front doormat that was crumbling and causing a hazard for the many participants entering the building for our training classes. I received a Hazard Hero certificate of recognition from the Safety department.

Back
Save and Exit
Save and Continue
Submit

The screenshot shows the NC Learning Center interface. A modal dialog box titled "Submit Review" is centered on the screen. The dialog contains the text: "You will not be able to modify once you have submitted. Are you sure that you want to submit now?" Below the text are two buttons: "Cancel" and "Submit".

In the background, the performance review page for Jamie Summers is visible. It includes a navigation sidebar on the left with items like "Overview", "Goal Rating (50% of Overall Rating)", "Organizational Core Values", "Sign Off/Approve", and "Sign Off/Approve". The main content area shows a 50% progress indicator and the heading "Organizational Core Values (50% of Overall Rating)". Below this heading is explanatory text about performance plans and organizational values.

The screenshot shows the "Summary" section of the performance review interface. It features a sidebar with "Summary" and "Sign Off/Approve" options. The main content area displays the "Overall Rating" as "1.7-2.6 Meets Expectations". Below this is a table summarizing the performance metrics.

	Employee Complete Self Perf. Evaluation	Manager Approve Perf. Evaluation	Indirect Manager Review Perf. Evaluation	Manager Sign Off	Employee Sign Off
Goal Rating (50% of Overall Rating)	2.0/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations	N/A	-	-
Organizational Core Values (50% of Overall Rating)	2.0/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations	N/A	-	-
Overall	2.0/3.0 1.7-2.6 Meets Expectations	2.0/3.0 1.7-2.6 Meets Expectations			

At the bottom right of the table area, there are "Back" and "Next" buttons.

FY 2014 - 2015 Annual Performance Evaluation

Options

Overview

- Goal Rating (50% of...)
- Organizational Core...
- Summary
- Sign Off/Approve

Jamie Sommers
7/1/2014 - 6/30/2015

100%

You have completed this step of the performance evaluation

[Go to Action Items](#)

Welcome **NC Learning Center**

Home Learning Leadership Training My Team Reports

Search

Anna Barker
Human Resources

File
Description
Actions
Unassigned

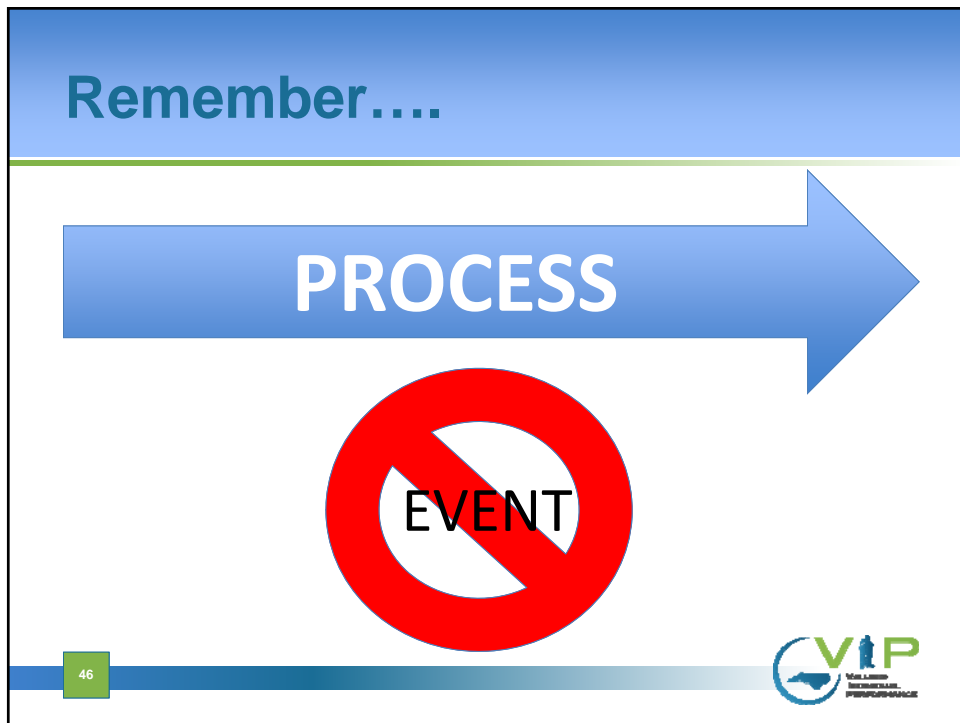
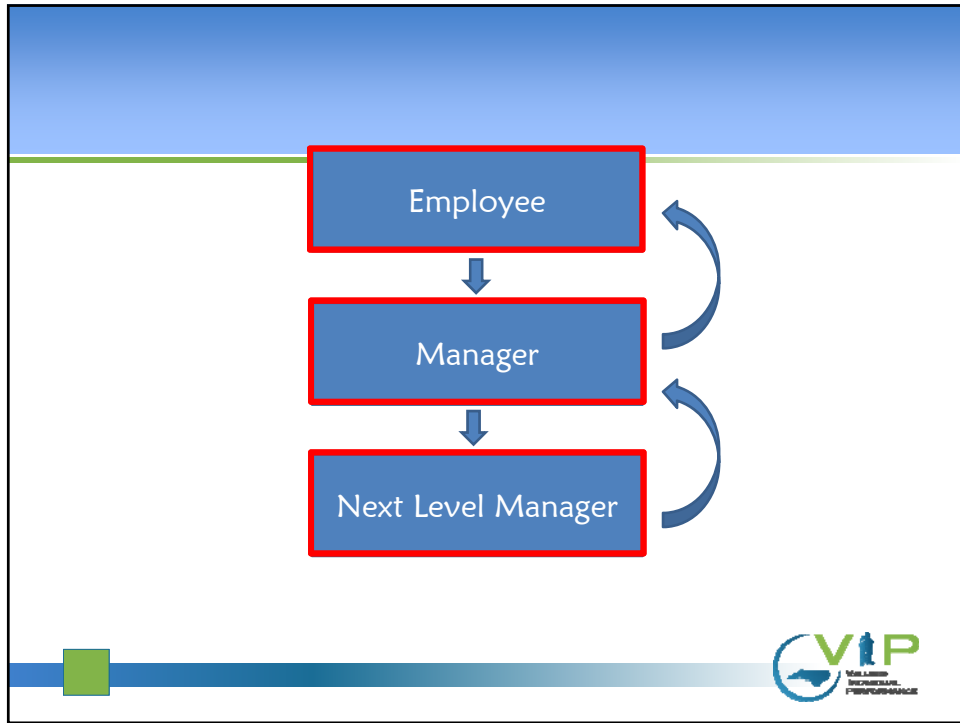
Actions

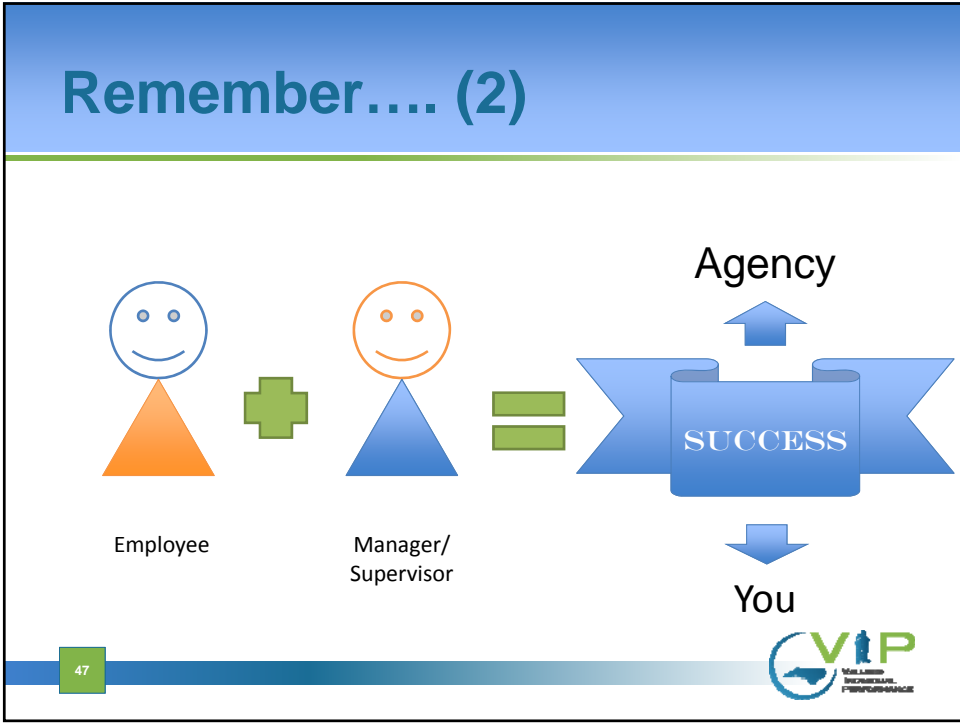
Show All By Due Date

Due Today

Due within the next Week

- Goals: Performance Consulting**
Due: 6/30/2015 Status: At Risk [Manage](#)
- Goals: Organizational Effectiveness Consulting**
Due: 6/30/2015 Status: On Track [Manage](#)
- Goals: Research and Development**
Due: 6/30/2015 Status: On Track [Manage](#)
- Goals: Internal Team Support**
Due: 6/30/2015 Status: At Risk [Manage](#)
- Launch: Instructor Guide to Evaluation Reports**
Due: No Due Date Status: Registered [Launch](#)
- Select Session: NC Learning Center User Group Meeting (Star...**
Due: No Due Date Status: Not Done [Select Session](#)
- Launch: NC Learning Center New User Orientation**
Due: No Due Date Status: Registered [Launch](#)
- Launch: NC Learning Center Transcript Quick Reference Guide**
Due: No Due Date Status: Registered [Launch](#)






VALUING
INDIVIDUAL
PERFORMANCE


Make
The
Difference

48



Questions & Answers

49




The slide features a blue header bar at the top. Below it, two overlapping speech bubbles are centered: a blue one with a white 'Q' and a green one with a white 'A'. Underneath the bubbles, the text 'Questions & Answers' is displayed in a bold, sans-serif font. At the bottom left, a small green square contains the number '49'. At the bottom right, the 'VIP' logo is shown, which includes a stylized map of North Carolina and the text 'VIRGINIA INSTITUTE FOR PUBLIC AFFAIRS'.

Contact Information

- **Dr. Jennifer McGinnis**
 - Business Process, Policy
 - jennifer.mcginnis@nc.gov
- **Tonya Easterwood**
 - PM Administrator – Technology
 - tonya.easterwood@nc.gov
- **Paula Kukulinski**
 - paula.kukulinski@nc.gov

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The slide has a blue header bar with the title 'Contact Information' in a large, bold, teal font. Below the header, there is a list of three contact entries. Each entry starts with a teal bullet point, followed by the name in bold, a role description, and an email address. The email addresses are underlined and blue. At the bottom left, a small green square contains the number '50'. At the bottom right, the 'VIP' logo is displayed, identical to the one on the previous slide.