



NCDPS ANNUAL PERFORMANCE EVALUATION (APE) PHASE III

1

Agenda

- NCVIP Recap
- Review Adding Comments and Goal Progression
- Value Goal
- APE Specifics
- Required APE Discussion
- System Workflow Screenshots
- Transfers & LOA
- Identify Resources

2

NCVIP Recap

- July 2015 – December 2015 Work plans completed
- January 2016-February 2016 Interim reviews completed
- Progress and Comments for Goals, Tasks, and Values updated

3

Updating Employee Performance Progress, Comments, & Attachments



4

Goals - Michael

Hierarchy

Select From: 7/1/2015 To: 6/30/2016

Details

My Goals | **Team Goals**

Goal Title

Dominick
Keith
Marvin

Progress Options

50%
68%
98%

Goal Title	Due Date	Perspective	Weight	Status	Results Final	Progress	Options
DPS Values for Employees	6/30/2016	State of NC	0%	At Risk	<input type="checkbox"/>	0%	
DPS4>SHP>TROOPER>Job Knowledge	6/30/2016	State of NC	60%	On Track	<input type="checkbox"/>	50%	
DPS4>SHP>TROOPER>Mission Goal Orientation	6/30/2016	State of NC	30%	On Track	<input type="checkbox"/>	50%	
DPS5>SHP>TROOPER>Professional Relations	6/30/2016	State of NC	10%	On Track	<input type="checkbox"/>	50%	

Manage Goals

Details

General

Goal Title: DPS4>SHP>TROOPER>Job Knowledge

Goal Description: Job Knowledge: Extent to which member dis within the organizational structure/policy while Ensuring reports submitted are complete and

Progress: 50%

Start Date: 7/1/2015

Tasks

Description: Knowledge and Application of Laws / Policies / Procedures: Sen changes by acknowledging and signing changes within 15 day. Technical Skills (Safety and Arrest Procedures, Vehicle / Aircraft On equipment, conduct thorough investigations, enforce the laws and notification. Documentation and records (Records Administration and Secu complete reports and equipment maintenance within the allotted

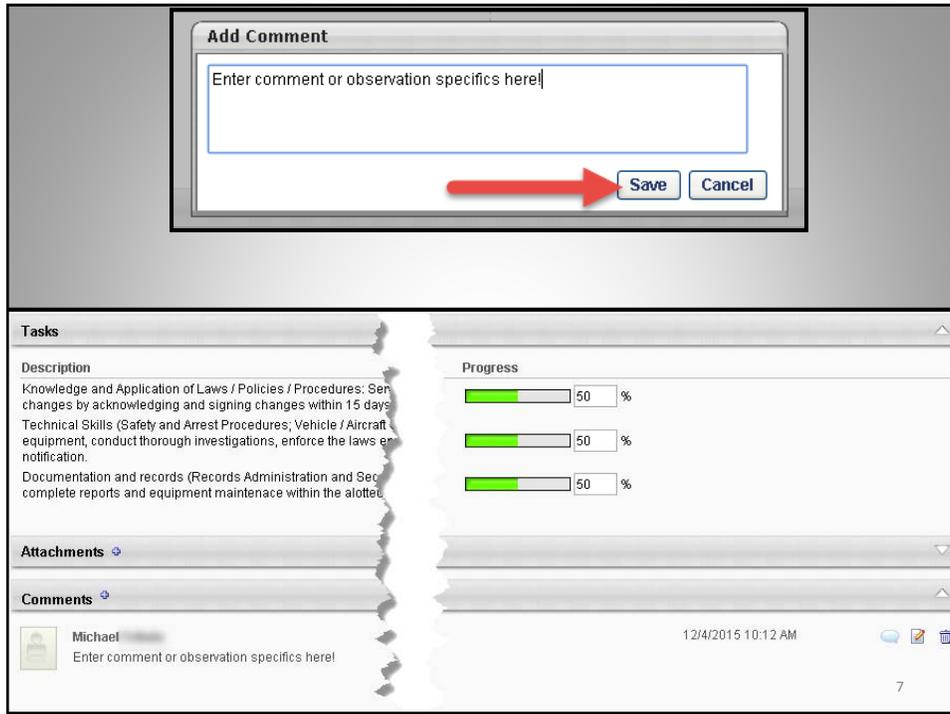
Weight	Progress
30%	50%
40%	50%
30%	50%

Update Task Completion Progress

Add a Comment

Attachments

Comments



Why Do We Have The DPS-Values Goal?

- Values comprise 50% of an employees overall rating.
- There was no function in the system that allowed documentation of demonstrated behavior related to values, so form HR-561 was created.
- DPS requested a system solution for documenting values from OSHR.
- The only option was to add a DPS Values Goal weighted at 0%.
- DPS is piloting the use of this goal for the state and it was added to our record March 1, 2016.

How Do We Use the DPS- Values Goal?

- New “Values” goal allows comments & attachments for values all during the year
- The overall weight assigned to this goal is 0%.
- For documentation purposes only, used to record comments and add attachments when employees demonstrate behavior related to values.
- The comments and attachments will be used to support ratings assigned to values during the annual evaluation.
- Form HR 561 is eliminated

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Goal #1 DPS Values for Employees and Supervisors

Goal Title	Weight	Status	Progress
DPS Values for Employees	0%	At Risk	0%
DPS4>HR>POD CORR TRN INST II - OPERATIONS>DEADLINES AND...	25%	On Track	50%
DPS4>HR>POD CORR TRN INST II - OPERATIONS>PROGRAM MANA... ADMINISTRATION	25%	On Track	50%
DPS4>HR>POD CORR TRN INST II - OPERATIONS>RESEARCH AND...	25%	On Track	50%
DPS5>HR>POD CORR TRN INST II - OPERATIONS>CUSTOMER SER... COMMUNICATION	25%	On Track	50%
Total	100%		50%

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DPS Values for Employees/Supervisors

Goal Title: DPS Values for Employees

Goal Description: **For Documentation Purposes Only.**

This goal is assigned to all DPS Employees for the primary purpose of documenting comments related to the demonstration of values between performance tasks. **Both the manager and employee can use this area for comments.**

The percentages assigned to each value listed as a task are not reflective of the weight the values will be given in the calculation of the final rating at the annual performance evaluation (**DO NOT MODIFY WEIGHT PERCENTAGES**).

Comments entered should reflect the specific value from the task list below (Safety, Integrity, Customer Service, Competence & Expertise, Diversity & Inclusion, Accountability). **The task labeled N/A should not be referenced in comments.**

Progress: 0%

Start Date: 7/1/2015

Due Date: 6/30/2016

Status: At Risk

Perspective: State of NC

Goal Category(s): Human Resources

Weight: 0%

11

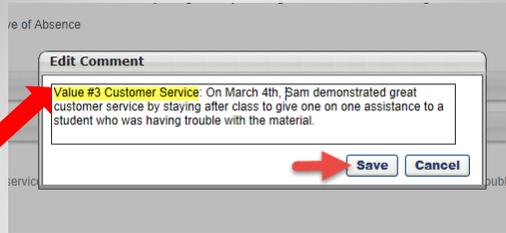
DPS Values Goal

The task weights shown are not reflective of the weights the values will have in the final evaluation

Tasks	Weight
Description	
1. Safety & Health: Consistently demonstrates a strong commitment to providing state employees with a safe and healthy workplace	16%
6. Accountability: Demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the agency and state, to maintain the public's trust	7/1 16%
5. 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, where everyone feels welcomed and valued.	7/1 16%
4. Competence & Expertise: Is trusted and recognized as a source for credible, reliable information about business policies, procedures and practices. Exhibits knowledge and understanding of emerging issues, trends, and developments based on research, program evaluation, and modeling of best practices	7/1 16%
3. Customer Service: Consistently demonstrates a strong commitment to providing value added services to external and internal customers	16%
2. Integrity: Being forthright and honest in our work and interactions with colleagues and clients. Honoring our word, commitments, and obligations in all interactions with each other and with clients.	16%
N/A	4%

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DPS Values Goal

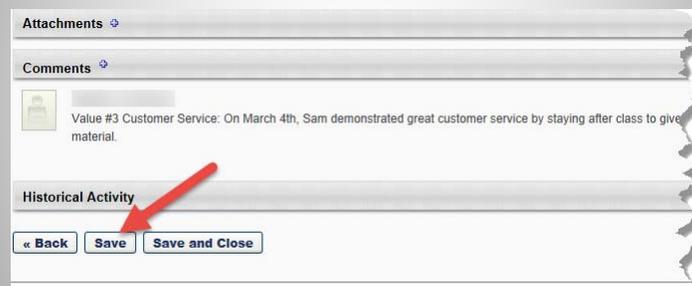


When you comment on a value, reference the value you are referring to at the beginning of the comment.

- Organization Values
 - Safety and Health
 - Ethics & Integrity
 - Customer Service
 - Competence and Expertise
 - Diversity and Inclusion
 - Accountability
 - Organizational Effectiveness & Efficiency (Supervisors Only)

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DPS Values Goal



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APE Specifics

- APE Task Launch is July 15th.
- Any comments and progress on goals/tasks/values must be updated on or before July 14, 2016.
- Ratings are required for each goal and value.
- 5 Step System Workflow
- 60 Day Timeframe—12 days for each step in the evaluation.
- The APE deadline is September 13th.

Review Step Progression

- Employee Complete Self-Evaluation 12 days
- Manager Complete Evaluation 12 days
- Indirect Manager Review & Sign Eval. 12 days
- Manager Sign Off 12 days
- Employee Sign Off 12 days

Required discussion between Employee and Manager

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Welcome **NC Learning Center**

Home Learning Leadership Training Performance

Hello, Isaac, let's get started.

- My Training and Transcript
- Browse for Training
- Connect
- Event Calendar
- My Task List

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Step 1: Employee Launches the APE

The screenshot shows the NC Learning Center interface. At the top, there is a navigation bar with links for Home, Learning, Leadership Training, HR Curricula, and Performance. Below this is a 'Scheduled Tasks' section. A search bar is present with a dropdown menu set to 'All Types' and a search button. A checkbox labeled 'Show completed and expired tasks' is unchecked. A table lists tasks, with the first entry 'Complete Your Self-Evaluation' highlighted by a red arrow. The description for this task is 'DPS FY 2015 - 2016 Annual Performance Evaluat...'. The page number '17' is visible in the bottom right corner.

Performance Evaluation for FY 2015 - 2016 (DPS - APE)

The screenshot displays the 'Performance Evaluation for FY 2015 - 2016 (DPS - APE)' overview page. On the left is a navigation sidebar with options: Overview (selected), Load Rating Section, Organizational Value, Summary, and Sign Off/Approve (APE). The main content area shows a progress indicator of 0% and a user profile for 'Probationary/Parole Officer' with dates '7/1/2015 - 6/30/2016'. Below this is an 'Overview' section with detailed instructions on how to rate performance, including sections for 'Exceeds Expectations', 'Meets Expectations', 'Does Not Meet Expectations', 'Insufficient Time to Evaluate / LOA', and 'Leave of Absence (LOA)'. At the bottom, a 'Review Step Progression' section shows a vertical list of steps: 'Employee Complete Self-Evaluation' (due 3/9/2016), 'Manager Complete Evaluation', 'Indirect Manager Review & Sign Eval.', 'Manager Sign Off', and 'Employee Sign Off'. Each step has a checkmark icon. A red arrow points to the 'Get Started' button at the bottom right. The page number '18' is visible in the bottom right corner.

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Options

- Attachments
- Employee Details
- Print Review

0%

Employees can add up to 3 attachments.

Overview

- *Goal Rating Section
- *Organizational Valu...
- Summary
- Sign Off/Approve (APE)

Probation/Parole Officer
7/1/2015 - 6/30/2016

Goal Rating Descriptions will be on each page as a reference.

Attachments

Upload up to 3 attachments

Choose file

Cancel Save

assigned these goals for less than our ratings.

measurements and the employee timeliness, cost, and customer supported by thoroughly all "Exceeds Expectations" rating. of level of results achieved on the full rating of "Exceeds Expectations"

(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. A final annual performance evaluation rating of "Does Not Meet Expectations" must be supported by appropriately documented failure to achieve results and accompanied by lack of demonstrated adherence to organizational values.

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 Evaluation.

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DPS Values for Employees

For Documentation Purposes Only.

This goal is assigned to all DPS Employees for the primary purpose of documenting comments related to the demonstration of values between performance tasks. Both the manager and employee can use this area for comments.

The percentages assigned to each value listed as a task are not reflective of the weight the values will be given in... **more...**

Progress: 100%

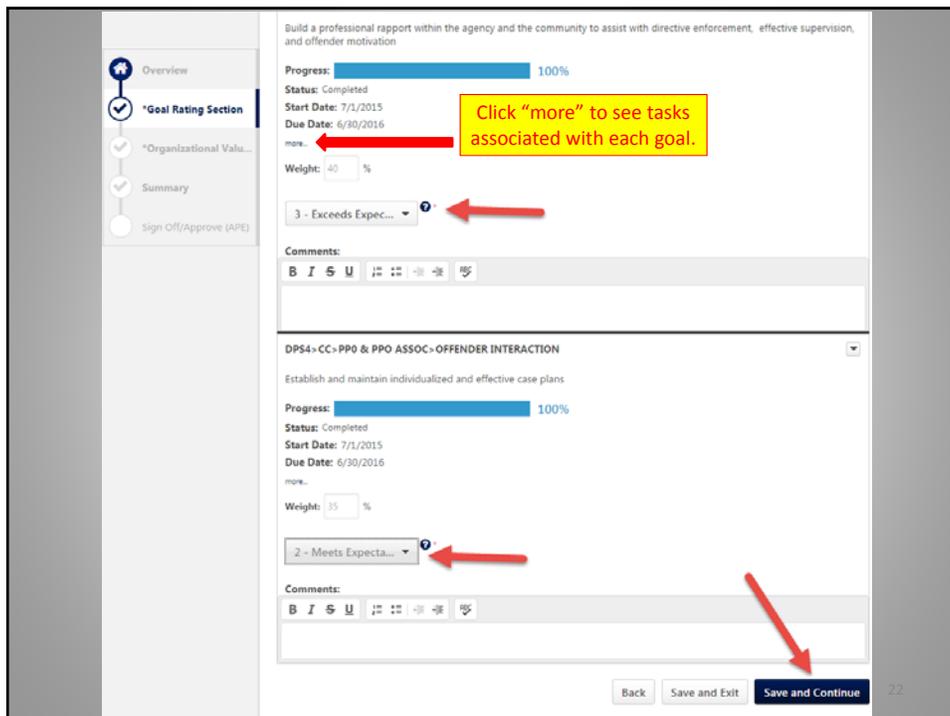
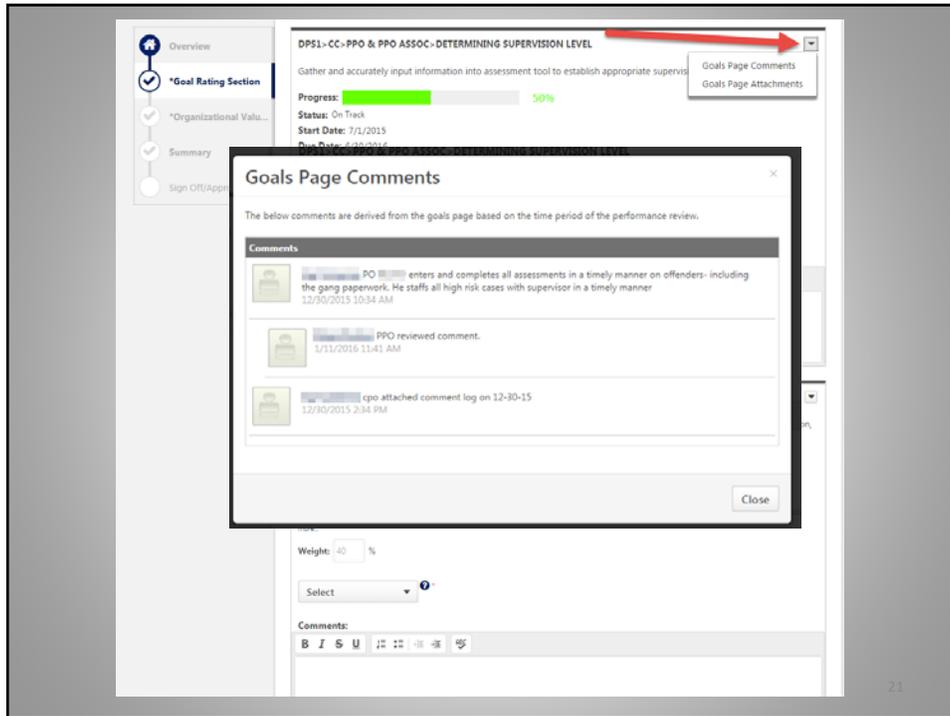
Status: Completed

Start Date: 7/1/2015

Due Date: 6/30/2016

Tasks	Start Date	Due Date	Weight	Progress
1. Safety & Health: Consistently demonstrates a strong		6/30/2016	16%	100%
N/A - Insufficient...		6/30/2016	16%	100%
Honoring our word, commitments, and obligations in all interactions with each other and with clients		6/30/2016	16%	100%
3. Customer Service: Consistently demonstrates a strong commitment to providing value added services to external and internal customers	7/1/2015	6/30/2016	16%	100%

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Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Morgan Heath

Accountability

Accepts full responsibility for oneself and for one's contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the agency and state, to maintain the public's trust.

Items

- Does Not Meet Expectations - Inconsistently meets commitments to others or delivers on commitments late. Occasionally "bends the rules" when faced with pressure from customers or other agency/state stakeholders. Fails to take ownership of personal or team performance; refrains from coaching team members to improve performance. Dismisses the importance of his/her responsibilities and the connection between his/her job and public perceptions. Occasionally presents oneself in a way that is inconsistent with the image the agency/state wants to portray. Fails to complete assigned tasks efficiently. Does not use resources effectively. Rarely follows established policies and procedures. Takes excessive unscheduled absences or is excessively tardy.
- Meets Expectations - Follows through and meets personal commitments to others on time. Holds self and others accountable for making ethical decisions; addresses unethical behaviors head-on. Commits to the agency's/state's goals and finds ways to get team members more involved toward accomplishing agency/state objectives. Takes his/her responsibilities seriously and consistently meets the public's expectations for quality, service, and professionalism. Consistently presents a calm, competent, and professional image to the public and other agency/state employees. Can be counted on to complete assigned tasks in an efficient manner. Works well under pressure. Uses resources effectively. Consistently follows established policies and procedures. Follows attendance and punctuality policy.
- Exceeds Expectations - Exceeds his/her commitment to others by frequently delivering work early. Lives the agency's/state's values and maintains his/her ethical principles, even in the most challenging circumstances. Generates enthusiasm among team members for accomplishing shared goals that elevates

50%

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Competence & Expertise

Understands and applies specific technical/professional subject matter and concepts integral to the business in which they operate. Is trusted and recognized as a source for credible, reliable information about business policies, procedures, and practices. Demonstrates knowledge and understanding of emerging issues, trends, and developments based on research, program evaluation, and modeling of best practices.

2 - Meets Expectations

- Select
- 1 - Does Not Meet Expectations
- ✓ 2 - Meets Expectations
- 3 - Exceeds Expectations
- N/A - Insufficient Time to Evaluate/ LOA

Ethics & Integrity

Maintains social, ethical, and organizational norms. Firmly adheres to codes of conduct and ethical principles. Works and communicates in a direct and honest manner with colleagues and clients. Follows through on commitments and obligations. Interacts in a way that builds others' confidence in the intentions of the individual and of the organization.

3 - Exceeds Expectations

Comments:

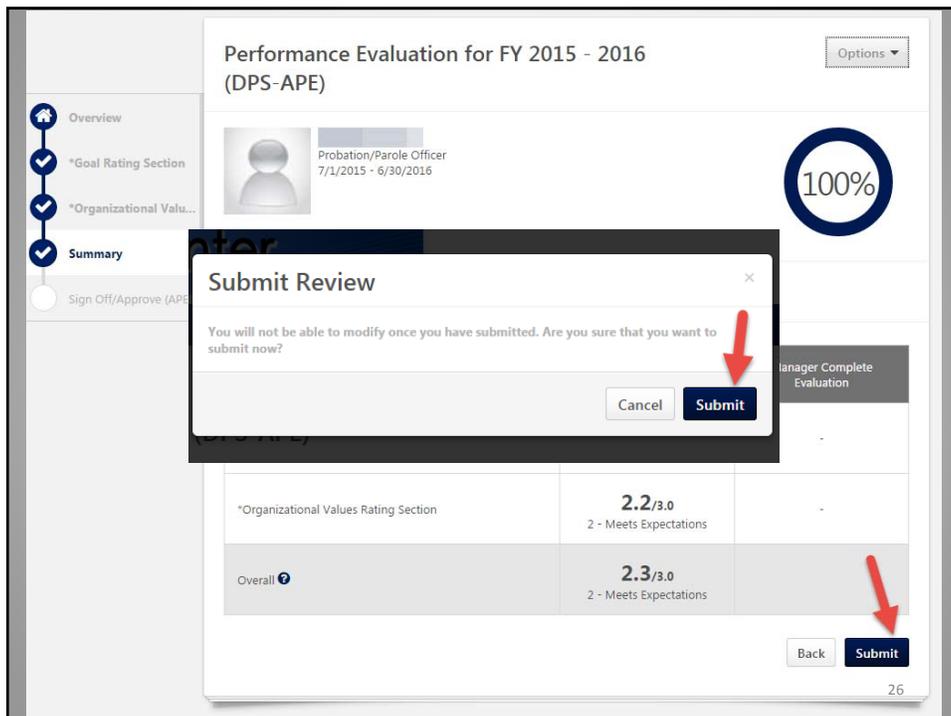
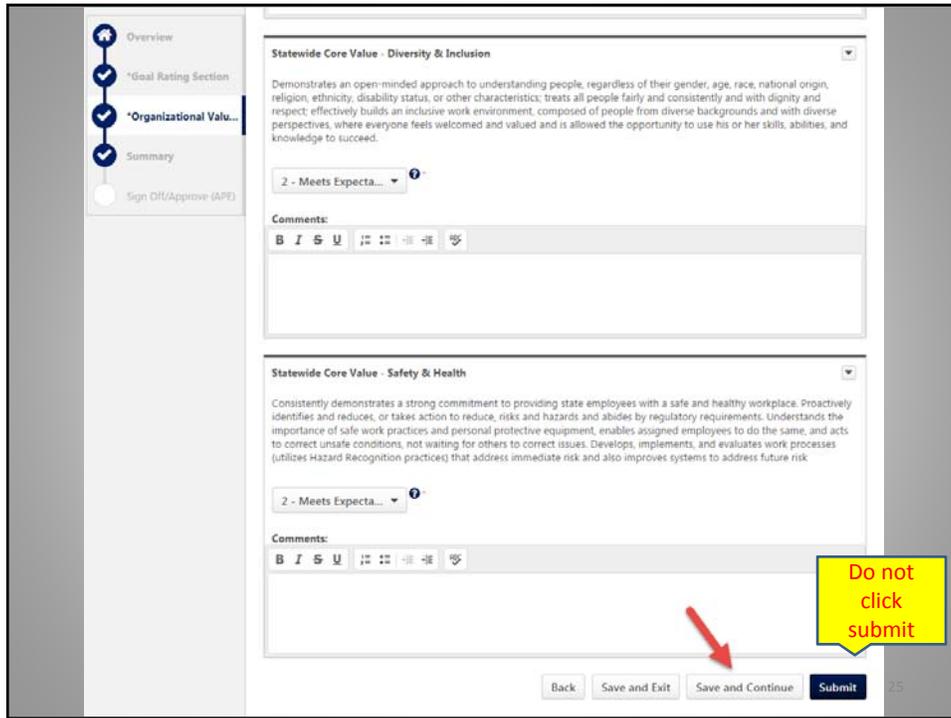
Statewide Core Value - Customer Service

Consistently demonstrates a strong commitment to providing value-added services to external and internal customers. Proactively identifies customer needs and requirements, delivers quality service, and continuously improves performance of self and others. Develops, implements, and evaluates work processes which are both efficient and effective from the customers' perspectives.

2 - Meets Expectations

Comments:

24



Step 2: Manager Completes the Evaluation

The screenshot shows the NC Learning Center dashboard. At the top, there is a header with 'Welcome' and 'NC Learning Center'. Below the header is a navigation menu with 'Home', 'Learning', 'Leadership Training', and 'Performance'. A personalized greeting says 'Hello, Isaac, let's get started.' Below this are several interactive tiles: 'My Training and Transcript' (with a document icon), 'Browse for Training' (with an image of two people), and 'Connect' (with an image of a group of people). At the bottom, there are two more tiles: 'Event Calendar' (with a calendar icon) and 'My Task List' (with a task list icon). A red arrow points to the 'My Task List' tile.

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The screenshot shows the 'Scheduled Tasks' section of the NC Learning Center. The header includes 'Welcome' and 'NC Learning Center'. The navigation menu has 'Home', 'Learning', 'Leadership Training', 'HR Curricula', 'My Team', 'Reports', 'ILT Admin', and 'Performance'. Below the navigation is a search bar with 'Title:' and 'Type: All Types' dropdown, and a 'Search' button. There is a checkbox for 'Show completed and expired tasks'. Below this is a table with two columns: 'Title' and 'Description'. The table contains two rows: 'Complete Evaluation for [redacted]' and 'Complete Your Self-Evaluation'. A red arrow points to the first row.

Title	Description
Complete Evaluation for [redacted]	DPS FY 2015 - 2016 Annual Performance Evaluat...
Complete Your Self-Evaluation	DPS FY 2015 - 2016 Annual Performance Evaluat...

28

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Options ▾

0%

Overview

The final overall rating should reflect both quantity and quality of job performance and shall be based on results achieved.

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. A final annual performance evaluation 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-Evaluation
- Manager Complete Evaluation 3/18/2016
- Indirect Manager Review & Sign Eval.
- Manager Sign Off
- Employee Sign Off

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Reopen Step **Get Started**

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Options ▾

0%

Overview

***Goal Rating Section**

*Organizational Valu...

Summary

Sign Off/Approve (APE)

***Goal Rating Section**

Rate each individual goal using the rating scale provided below. If the employee has been assigned these goals for less than six (6) months, then select the "N/A" rating. Add attachments and/or comments to support your ratings.

(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. A final annual performance evaluation 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.

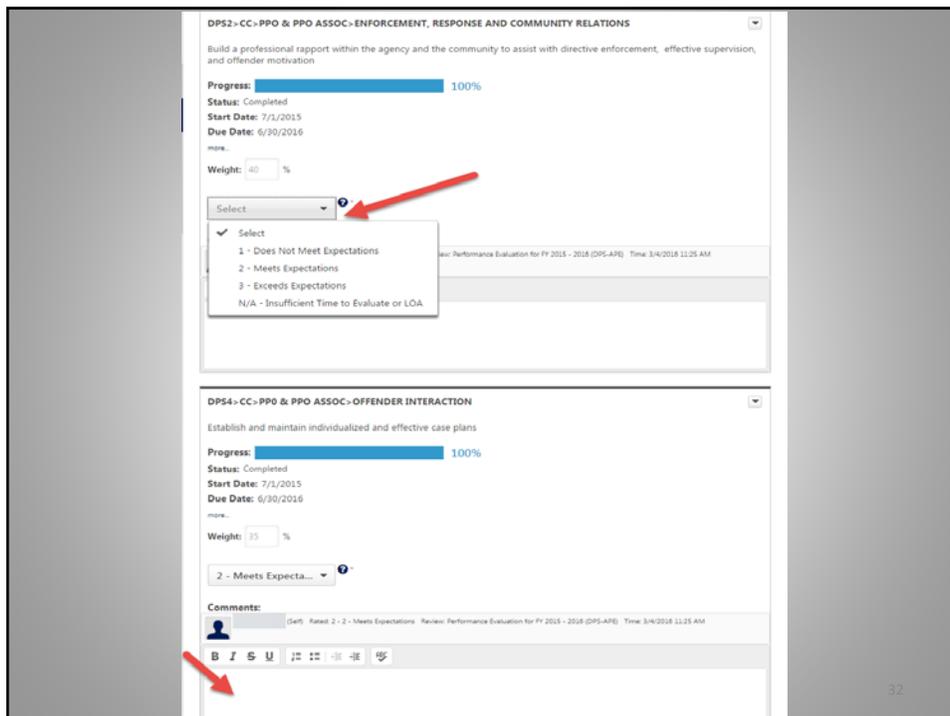
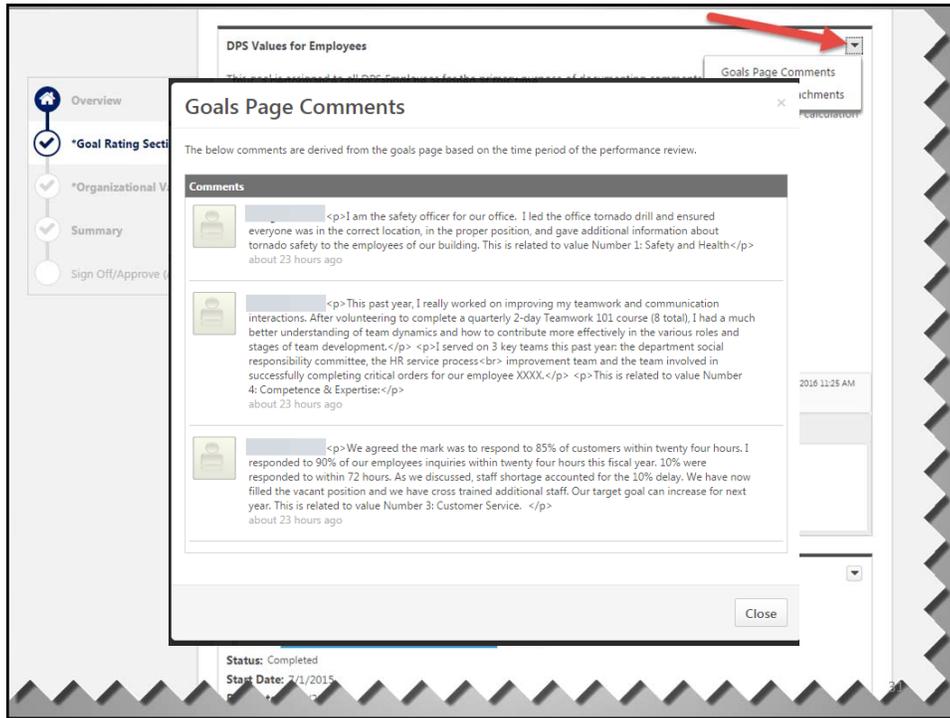
(1) – Does Not Meet Expectations: Performance does not meet job expectations and measurements and the employee is performing the job at an unacceptable level in terms such as quantity, quality, timeliness, cost, and customer satisfaction. A final annual performance evaluation rating of "Does Not Meet Expectations" must be supported by appropriately documented failure to achieve results and accompanied by lack of demonstrated adherence to organizational values.

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 Evaluation.

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DPS4>CC>PPO & PPO ASSOC>OFFENDER INTERACTION

Establish and maintain individualized and effective case plans

Progress: 100%

Status: Completed

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Weight: 35 %

2 - Meets Expecta...

Comments:

(Self) Rated: 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:25 AM

Back Save and Exit Save and Continue

33

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Options

50%

Competence & Expertise

Understands and applies specific technical/professional subject matter and concepts integral to the business in which they operate. Is trusted and recognized as a source for credible, reliable information about business policies, procedures, and practices. Demonstrates knowledge and understanding of emerging issues, trends, and developments based on research, program evaluation, and modeling of best practices.

Items

- Does Not Meet Expectations - Does not maintain technical skills and relevant professional licensure/certifications, nor does he/she keep abreast of changes, current trends, and best practices in the field of expertise. Does not proactively seek out or adequately participate in necessary training to learn of legislation, regulations, standards, policies, and procedures specific to one's field of expertise, the work unit, or the organization. Does not apply technical/professional knowledge and skills to work assignments and when solving problems. Does not willingly share work-related knowledge and skills with coworkers.
- Meets Expectations - Maintains technical skills and relevant professional licensure/certifications, keeping abreast of changes in the field of expertise. Proactively seeks out and participates in necessary training to learn of legislation, regulations, standards, policies, and procedures specific to one's field of expertise, the work unit, or the organization. Reviews professional/technical information sources for current trends and best practices in the field. Applies technical/professional knowledge and skills to work assignments and when solving problems. Uses, expands upon, and shares work-related knowledge and skills with coworkers.
- Exceeds Expectations - Holds relevant professional licensure/certifications and engages in applicable professional development activities to such an extent that he/she is recognized by coworkers as an expert in his/her field of expertise. Initiates activities or practices to ensure coworkers are informed of legislation, standards, regulations, policies, and procedures that apply to their work. Translates organizational programs, procedures, and policies into technically/professionally sound operational requirements when appropriate. Facilitates and encourages internal staff development and maintenance of

Details

Close

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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.

Select

Comments:
[Self] Rated 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:57 AM

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.

Select

Comments:
[Self] Rated 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:57 AM

DO NOT CLICK SUBMIT!

Back Save and Exit Save and Continue Submit

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Options

Probation/Parole Officer
7/1/2015 - 6/30/2016

100%

Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel Submit

*Goal Rating Section	2.4/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
*Organizational Values Rating Section	2.2/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
Overall	2.3/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations

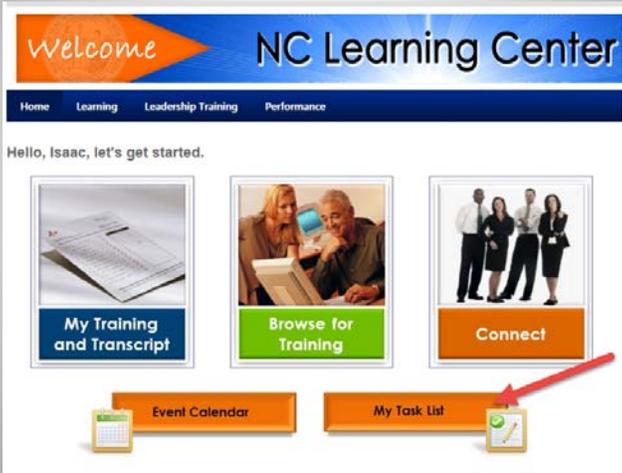
Back Submit

Annual Performance Evaluation System Calculation

<u>Overall Ratings between:</u>	<u>Will Receive an Overall Annual Performance Evaluation Rating of:</u>
1.0 – 1.6	Does Not Meet Expectations
1.7 – 2.6	Meets Expectations
2.7 – 3.0	Exceeds Expectations

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Step 3: Indirect Manager Sign Off



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Welcome NC Learning Center

Home Learning Leadership Training HR Curricula My Team Reports ILT Admin Performance

Scheduled Tasks

Tasks

Title: [] Type: [All Types] Search

Show completed and expired tasks

Title	Description
Complete Your Self Evaluation	DPS FY 2015 - 2016 Annual Performance Evaluat...
Review & Sign Eval. for []	DPS FY 2015 - 2016 Annual Performance Evaluat...

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Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Options

- Add Co-Planners
- Attachments
- Employee Details
- Print Review

0%

Overview

The final overall rating should reflect both quantity and quality of job performance and shall be based on results achieved.

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. A final annual performance evaluation 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 expectations and measurements.

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-Evaluation
- Manager Complete Evaluation
- Indirect Manager Review & Sign Eval. (Due: 3/18/2016)
- Manager Sign Off
- Employee Sign Off

Reopen Step Get Started

40

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Overview

- Goal Rating Section
- Organizational Value
- Summary
- Sign Off/Approve (A...)

0%

***Goal Rating Section**

Rate each individual goal using the rating scale provided below. If the employee has been assigned these goals for less than six (6) months, then select the "N/A" rating. Add attachments and/or comments to support your ratings.

(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. A final annual performance evaluation 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

DPS1 > CC > PPO & PPO ASSOC > DETERMINING SUPERVISION LEVEL

Gather and accurately input information into assessment tool to establish appropriate supervision

Progress: 100%

Status: Completed

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Weight: 25 %

Comments:

- (Manager) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 9:11 PM
- (Self) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:25 AM

Manager Rating

Employee Rating

Save and Continue

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Overview

- Goal Rating Section
- Organizational Value
- Summary
- Sign Off/Approve (A...)

100%

***Goal Rating Section**

Rate each individual goal using the rating scale provided below. If the employee has been assigned these goals for less than six (6) months, then select the "N/A" rating. Add attachments and/or comments to support your ratings.

(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. A final annual performance evaluation 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

DPS4 > CC > PPO & PPO ASSOC > OFFENDER INTERACTION

Establish and maintain individualized and effective case plans

Progress: 100%

Status: Completed

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Weight: 35 %

Comments:

- (Manager) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 3:04 PM
- (Self) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:25 AM

Save and Continue

Probation/Parole Officer
7/1/2015 - 6/30/2016

33%

*Organizational Values Rating Section

Rate each individual value using the rating scale provided below. If the employee has been assigned these values for less than six (6) months, then select the "N/A" rating. Add attachments and/or comments to support your ratings.

(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. A final annual performance evaluation 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 receive a minimum "Meet Expectations" on all organizational values, regardless of level of results achieved on the ratings for the Annual Performance Evaluation.

Accountability

Accepts full responsibility for oneself and for one's contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the agency and state, to maintain the public's trust.

Comments:

(Manager) Rated 2 - 2 - Meets Expectations. Review: Performance Evaluation for FY 2015 - 2016 (DPS-APF). Time: 3/4/2016 3:42 PM

(Self) Rated 2 - 2 - Meets Expectations. Review: Performance Evaluation for FY 2015 - 2016 (DPS-APF). Time: 3/4/2016 11:57 AM

B I S U [Rich Text Editor]

43

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.

Comments:

(Manager) Rated 2 - 2 - Meets Expectations. Review: Performance Evaluation for FY 2015 - 2016 (DPS-APF). Time: 3/4/2016 3:42 PM

(Self) Rated 2 - 2 - Meets Expectations. Review: Performance Evaluation for FY 2015 - 2016 (DPS-APF). Time: 3/4/2016 11:57 AM

B I S U [Rich Text Editor]

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.

Comments:

(Manager) Rated 2 - 2 - Meets Expectations. Review: Performance Evaluation for FY 2015 - 2016 (DPS-APF). Time: 3/4/2016 3:42 PM

(Self) Rated 2 - 2 - Meets Expectations. Review: Performance Evaluation for FY 2015 - 2016 (DPS-APF). Time: 3/4/2016 11:57 AM

B I S U [Rich Text Editor]

Back Save and Exit **Save and Continue**

44

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Options

Overview

*Goal Rating Section

*Organizational Valu...

Summary

Sign Off/Approve (A...

67%

Probation/Parole Officer
7/1/2015 - 6/30/2016

Summary

Overall Rating **2 - Meets Expectations**

	Employee Complete Self-Evaluation	Manager Complete Evaluation
*Goal Rating Section	2.4/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
*Organizational Values Rating Section	2.2/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
Overall	2.3/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations

Back Next

Overview

*Goal Rating Section

*Organizational Valu...

Summary

Sign Off/Approve (A...

67%

Probation/Parole Officer
7/1/2015 - 6/30/2016

Sign Off/Approve (APE)

Electronic Signature Agreement:
By clicking the acknowledge check box and the "Sign" button, you are signing this electronically, as your name appears in the document.

I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Sign

Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel Submit

Indirect Manager

1

2

3

4

Back Save and Exit Submit

How To Reopen A Step

	Employee Complete Self-Evaluation	Manager Complete Evaluation
*Goal Rating Section	2.5/3.0 2 - Meets Expectations	1.8/3.0 2 - Meets Expectations
*Organizational Values Rating Section	2.7/3.0 3 - Exceeds Expectations	2.0/3.0 2 - Meets Expectations
Overall	2.6/3.0 2 - Meets Expectations	1.9/3.0 2 - Meets Expectations

Click the back button until you are back at the start page.

47

How To Reopen A Step cont.

Overview

Leave of Absence ratings for the performance

Review

Employee Complete Self-Evaluation

Manager Complete Evaluation

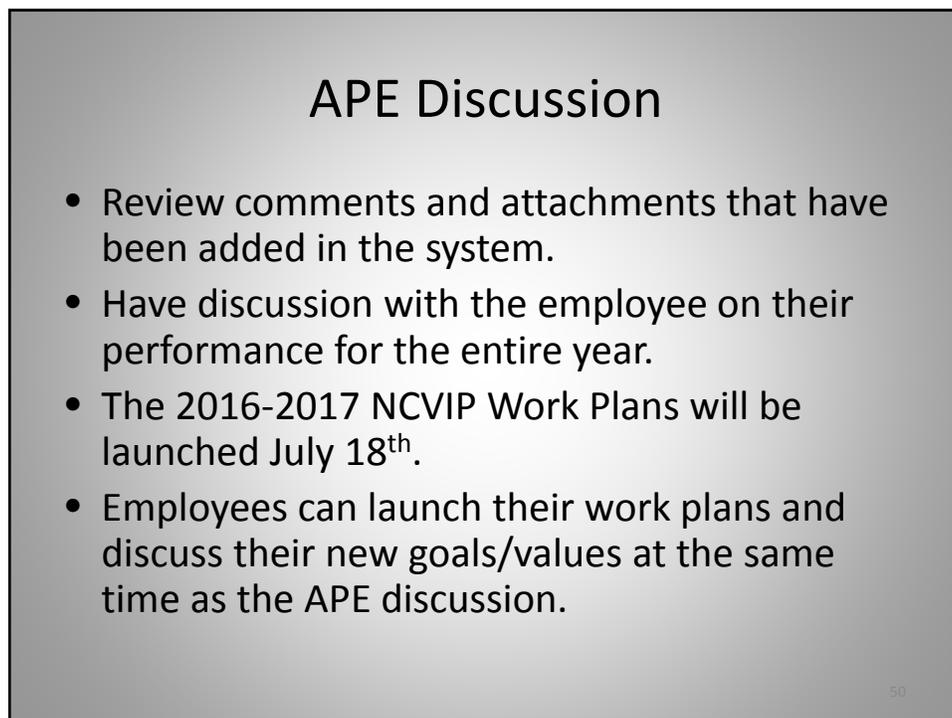
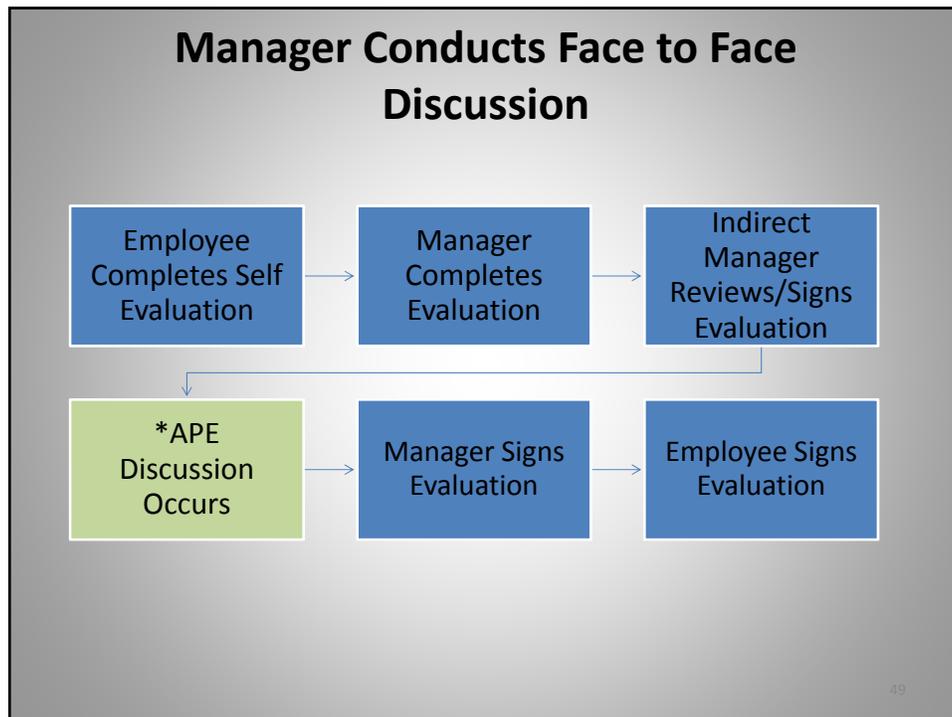
Comment for reviewer

Please see me to discuss goal ratings.

Manager Sign Off

Employee Sign Off

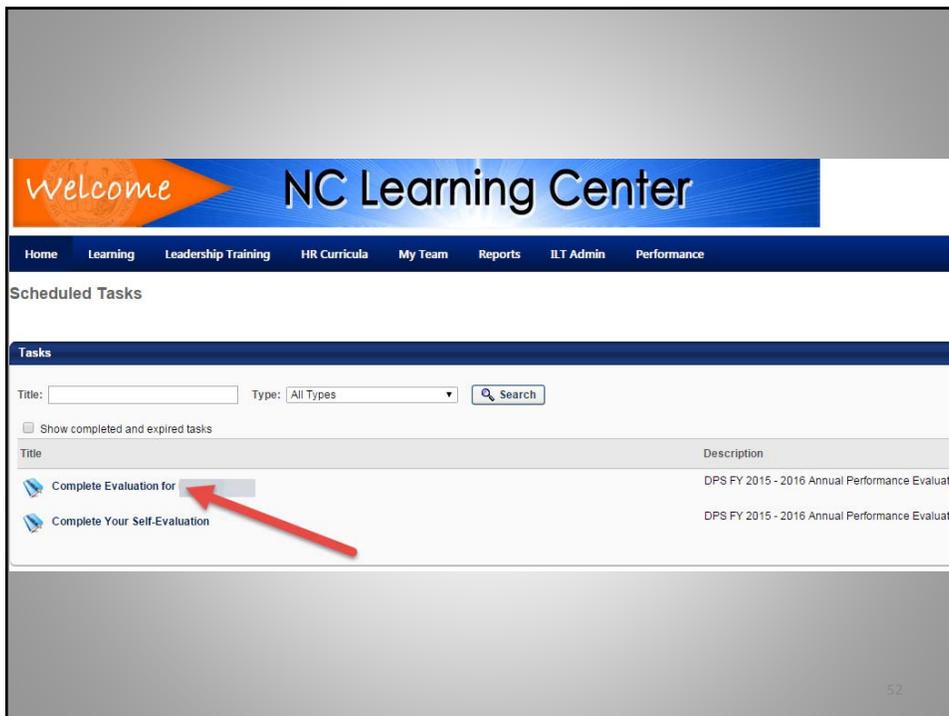
48



Step 4: Manager Final Sign Off



51



52

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Overview

67%

Probation/Parole Officer
7/1/2015 - 6/30/2016

Overview

The final overall rating should reflect both quantity and quality of job performance and shall be based on results achieved.

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. A final annual performance evaluation 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.

Review Step Progression

- Employee Complete Self-Evaluation
- Manager Complete Evaluation
- Indirect Manager Review & Sign Eval.
- Manager Sign Off (Due 3/11/2016)
- Employee Sign Off

Reopen Step Get Started

53

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Goal Rating Section

67%

Probation/Parole Officer
7/1/2015 - 6/30/2016

Goal Rating Section

Rate each individual goal using the rating scale provided below. If the employee has been assigned these goals for less than six (6) months, then select the "N/A" rating. Add attachments and/or comments to support your ratings.

(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. A final annual performance evaluation 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.

DPS4-CC- PPO & PPO ASSOC- OFFENDER INTERACTION

Establish and maintain individualized and effective case plans

Progress: 100%

Status: Completed

Start Date: 7/1/2015

Due Date: 6/30/2016

Weight: 10 %

2 - Meets Expecta...

Manager

Self

Back Exit Next

54

DPS2->CC->PPO & PPO ASSOC->ENFORCEMENT, RESPONSE & COMMUNITY RELATIONS

Build a professional rapport within the agency and the community to assist with directive enforcement, effective supervision, and offender motivation

Progress: 0%

Status: At Risk

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Weight: 20 %

3 - Exceeds Expec...

SHOW LESS

(Indirect Manager) Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 1:49 PM
PPO [redacted] has gone above and beyond the call of duty to ensure positive, professional working relationships with the public and with a variety of community resources. PPO [redacted] has become a resource for other PPOs when looking for specific help within the community. Great Job!

(Manager) Rated: 3 - 3 - Exceeds Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 1:17 PM

(Self) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/9/2016 10:28 AM

Back Exit **Next**

55

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Options

***Organizational Values Rating Section**

Rate each individual value using the rating scale provided below. If the employee has been assigned these values for less than six (6) months, then select the "NA/A" rating. Add attachments and/or comments to support your ratings.

(1) - **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. A final annual performance evaluation 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 treats what is expected in terms such as quantity, quality, timeliness, cost and customer satisfaction.

(3) - **Does Not Meet Expectations:** Performance does not meet the defined job expectations and measurements.

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 Expectations

Manager

(Manager) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 9:42 PM

Self

(Self) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:57 AM

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 Expectations

(Manager) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 9:42 PM

(Self) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:57 AM

56

Statewide Core Value - Customer Service

Consistently demonstrates a strong commitment to providing value-added services to external and internal customers. Proactively identifies customer needs and requirements, delivers quality service, and continuously improves the quality of self and others. Develops, implements, and evaluates work processes which are both efficient and effective from customers' perspectives.

2 - Meets Expecta...

SHOW LESS

- Indirect Manager** Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 1:57 PM
I have continuously received phone calls and emails throughout the year that have commented on PPO professionalism, customer service and willingness to go above and beyond. Great Job!
- (Manager)** Rated: 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 1:17 PM
- (Self)** Rated: 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/9/2016 10:34 AM

Back Exit **Next**

57

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Options

Overview

- *Goal Rating Section
- *Organizational Valu...
- Summary**
- Sign Off/Approve IA...

67%

Summary

Overall Rating **2 - Meets Expectations**

	Employee Complete Self-Evaluation	Manager Complete Evaluation
*Goal Rating Section	2.4/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
*Organizational Values Rating Section	2.2/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
Overall	2.3/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations

Back **Next**

58

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

67%

Sign Off/Approve (APE)

Electronic Signature Agreement

Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel Submit

Indirect Managers comments

Date: 3/7/2016

PPD Jones has made great improvement over the course of the performance cycle. I look forward to her continued growth and encourage her to seek additional training opportunities, specifically in controls, restraints and defensive techniques.

59

Step Five: The Employee Sign Off

Welcome NC Learning Center

Home Learning Leadership Training HR Curricula Performance

Hello, [Name], let's get started.

My Training and Transcript

Browse for Training

Connect

Event Calendar

My Task List

Cornerstone

60

Home Learning Leadership Training HR Curricula Performance

Scheduled Tasks

Tasks

Title: Type: All Types

Show completed and expired tasks

Title	Description
Complete Your Self-Evaluation	DPS FY 2015 - 2016 Annual Performance Evaluat...

61

Performance Evaluation for FY 2015 - 2016 (DPS - APE)

Options

67%

Probation/Parole Officer
7/1/2015 - 6/30/2016

Overview

The final overall rating should reflect both quantity and quality of job performance and shall be based on results achieved.

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. A final annual performance evaluation 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

Review Step Progression

- Employee Complete Self-Evaluation
- Manager Complete Evaluation
- Indirect Manager Review & Sign Eval.
- Manager Sign Off
- Employee Sign Off (due 3/14/2016)

Get Started

62

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

67%

***Goal Rating Section**

Rate each individual goal using the rating scale provided below. If the employee has been assigned these goals for less than six (6) months, then select the "N/A" rating. Add attachments and/or comments to support your ratings.

(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. A final annual performance evaluation 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 the position and consistently meets what is expected in terms such as quantity, quality, timeliness, cost and customer satisfaction.

Does Not Meet Expectations: Performance does not meet the defined job expectations and measurements and the employee consistently does work that is below the level of what is expected in terms such as quantity, quality, timeliness, cost and customer satisfaction.

DPS Values for Employees

This goal is assigned to all DPS Employees for the primary purpose of documenting comments related to the demonstration of values between performance tasks. Both the manager and employee can use this area for comments. The percentages assigned to each value listed as a task are not reflective of the weight the values will be given the calculation of the final rating at the annual performance evaluation. more...

Progress: 0%

Status: At Risk

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Weight: 0%

N/A - Insufficient Time to Evaluate or LDA

(Manager) Rated N/A - Insufficient Time to Evaluate or LDA Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 3:04 PM

(Self) Rated N/A - Insufficient Time to Evaluate or LDA Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:23 AM

63

DPS2-CC-PPO & PPO ASSOC-ENFORCEMENT, RESPONSE AND COMMUNITY RELATIONS

Build a professional rapport within the agency and the community to assist with directive enforcement, effective supervision, and offender motivation

Progress: 100%

Status: Completed

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Weight: 40%

3 - Exceeds Expectations

(Manager) Rated 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 9:11 PM

(Self) Rated 3 - 3 - Exceeds Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:25 AM

DPS4-CC-PPO & PPO ASSOC-OFFENDER INTERACTION

Establish and maintain individualized and effective case plans

Progress: 100%

Status: Completed

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Weight: 35%

2 - Meets Expectations

(Manager) Rated 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 3:04 PM

(Self) Rated 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:25 AM

Back Exit Next

Each goal rating will be found in the comments box beside the managers name.

64

Performance Evaluation for FY 2015 - 2016 (DPS-APE)

Options ▾

Overview
*Goal Rating Section
*Organizational Valu...
Summary
Sign Off/Approve (A...

67%

***Organizational Values Rating Section**

Rate each individual value using the rating scale provided below. If the employee has been assigned these values for less than six (6) months, then select the "N/A" rating. Add attachments and/or comments to support your ratings.

(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. Final annual performance evaluation rate must be supported by a supporting document.

Accountability

Accepts full responsibility for oneself and for one's contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the agency and state, to maintain the public's trust.

2 - Meets Expecta... ▾

(Manager) Rated 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 3:42 PM

(Self) Rated 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:57 AM

Competence & Expertise

Understands and applies specific technical/professional subject matter and concepts integral to the business in which they operate. Is trusted and recognized as a source for credible, reliable information about business policies, procedures, and practices. Demonstrates knowledge and understanding of emerging issues, trends, and developments based on research, program evaluation, and modeling of best practices.

2 - Meets Expecta... ▾

(Manager) Rated 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 3:18 PM

(Self) Rated 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:57 AM

65

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 Expecta... ▾

(Manager) Rated 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 3:42 PM

(Self) Rated 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:57 AM

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 Expecta... ▾

(Manager) Rated 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 3:42 PM

(Self) Rated 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/4/2016 11:57 AM

Back Exit **Next**

66

Performance Evaluation for FY 2015 - 2016 (DPS - APE) Options ▾


 Probation/Parole Officer
 7/1/2015 - 6/30/2016

67%

Summary

	Employee Complete Self-Evaluation	Manager Complete Evaluation
*Goal Rating Section	2.4/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
*Organizational Values Rating Section	2.2/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
Overall ?	2.3/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations

Back Next

Overall Performance Rating is found here!

67

Performance Evaluation for FY 2015 - 2016 (DPS - APE) Options ▾


 Probation/Parole Officer
 7/1/2015 - 6/30/2016

67%

Overview
 *Goal Rating Section
 *Organizational Value...
 Summary
 Sign Off/Approve (A...)

Sign Off/Approve (APE)

Electronic Signature Agreement
 By clicking the acknowledge check box and the "Sign" button, you are signing this electronically, as your name appears in the BEACON system. You also agree that you have had an opportunity to review the entire document before clicking the acknowledge check box and the "Sign" button. You agree your electronic signature is the legal equivalent of your manual signature.
 You also agree that no certification authority or other third party verification is necessary to validate your Electronic Signature and

Submit Review

You will not be able to modify once you have submitted. Are you sure that you want to submit now?

Cancel Submit

1

Managers Comments

2

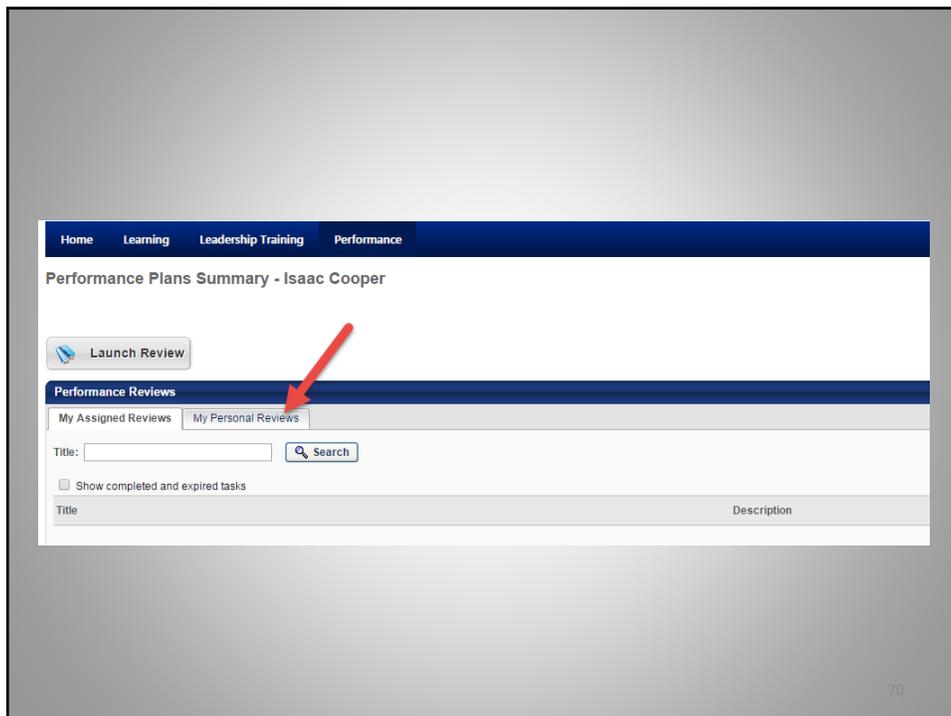
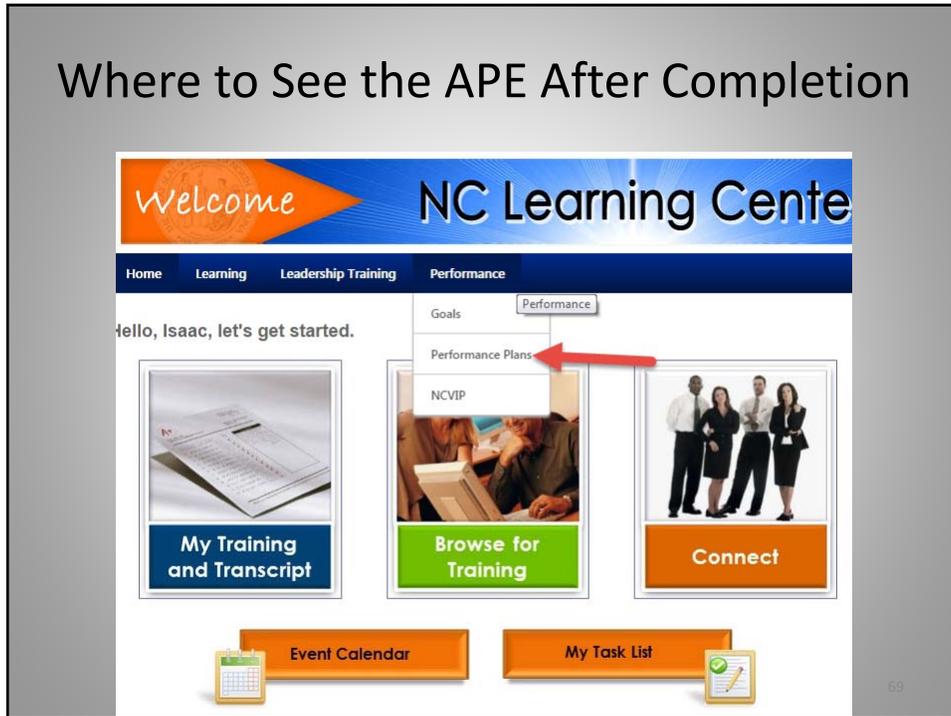
Indirect Managers Comments

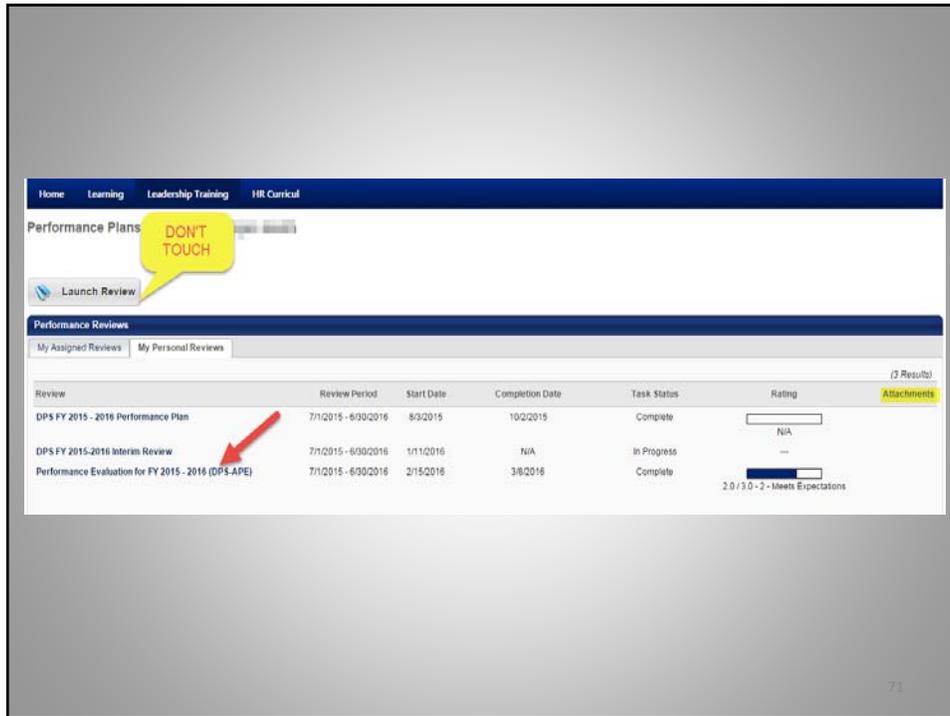
4

Back Save and Exit Submit

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Where to See the APE After Completion





Policy Considerations-Transfers

- Any new hire to state government that has been in a position less than six month should receive a rating of N/A- Insufficient Time.
- Transfer/Promotion-career status employee and less than six months in DPS
 - If documentation provided from releasing agency assign ratings to releasing agency goals.
 - If no documentation from releasing agency, try to get it.
 - If request for documentation is not fulfilled, rate DPS Goals and assign N/A to releasing agency goals.

Policy Considerations- Leave of Absence (LOA)

- Employees on LOA in Beacon at the launch of the APE on July 15th should be rated as N/A- Insufficient Time To Rate/LOA.

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Policy Considerations- Ratings

- Policy dictates that ample documentation must be included in the system for an overall rating of Exceeds or Does Not Meet Expectations.
- The Office of State Human Resources policy states that an overall rating of Exceeds Expectations cannot be assigned if any goal/or value is rated Does Not Meet Expectations
(OSHR Performance Management Policy Section 10 Pgs.10-11, #3)

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Appeal Rights

“Career State employees or former career State employees may grieve an overall performance rating of “Does Not Meet Expectations” using the agency’s internal employee grievance process. For more specific information regarding the employee grievance process, please refer to the State of North Carolina employee grievance policy found in Section 7 of the State Human Resources Manual.” (OSHR Performance Management Policy Section 10- Pg. 12 Performance Rating Dispute)

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Supervisory Report

Supervisors should run the **Performance Review Step Status Report** in LMS to monitor the completion of each step of the APE.

Performance Review Step Status Report - Google Chrome
https://corporate1.proxy-pilot.csod.com/reports/performanceReviewStepSessionKey=reports_performance_perwstepstatus_aspx_Getor_b7827eb4-a321-4b8e-88c7-4adca27339266?RequestDate=6355

User	User ID	Manager	Title	Task Status	Employee Complete Evaluation	Manager Complete Evaluation	Indirect Manager Review & Sign Off	Manager Employee Sign Off
	0209207		Performance Evaluation for FY 2015 - 2016 (DPS-APE)	In Progress	Past Due	Past Due	Not Started	Not Started
	01744929		Performance Evaluation for FY 2015 - 2016 (DPS-APE)	In Progress	Past Due	Past Due	Not Started	Not Started
	02003136		Performance Evaluation for FY 2015 - 2016 (DPS-APE)	In Progress	Past Due	Past Due	Not Started	Not Started
	01964684		Performance Evaluation for FY 2015 - 2016 (DPS-APE)	In Progress	Past Due	Past Due	Not Started	Not Started
	01673940		Performance Evaluation for FY 2015 - 2016 (DPS-APE)	In Progress	Past Due	Past Due	Not Started	Not Started
	01854965		Performance Evaluation for FY 2015 - 2016 (DPS-APE)	In Progress	Past Due	Past Due	Not Started	Not Started
	02043689		Performance Evaluation for FY 2015 - 2016 (DPS-APE)	In Progress	Past Due	Past Due	Not Started	Not Started

Report Criteria
 Task: Performance Evaluation for FY 2015 - 2016 (DPS-APE)
 Report Generated By:
 Report Date: 4/1/2016

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Resources

<http://www2.ncdps.gov>

Performance Management Program

Quick Links:

- Performance Management Job Aids
- DPS NCVIP Help e-mail
- [DPS NCVIP Help Request Form](#)
- DPS Policy - Performance Management Process for Personnel Actions and Values
- DPS NCVIP Values Documentation Worksheet HR-561
- [DPS NCVIP Summary Rating Form HR-560](#)
- [Directions for NCVIP Summary Rating Form HR-560](#)
- Handout for HR - Introduction to the Interim Review Process for Managers and Supervisors Classroom Session
- Handout for HR - Introduction to NCVIP for Managers and Supervisors Classroom Session
- Values Defined at 3 Levels for 15-16 Performance Cycle
- DPS Employee Action Plan HR-562

Performance Management Overview

The goal of Performance Management is to link individual and group objectives to our organizational mission and goals. It is a collaborative, on-going process between a supervisor and an employee to plan, monitor, develop, and evaluate an employee's work.

Our performance management program provides continual communication between supervisors and employees about tasks and performance which fosters a more productive, motivated, and results focused workforce.

Effective July 1, 2015 the State of North Carolina will begin a new Performance Management System called Valuing Individual Performance (VIP). More information can be found on this new system at <http://www.oash.nc.gov/Guide/Performance&AgIndex.htm>

Below is a summary of the changes to the new process:

- The rating scale will now be a 3-level rating scale.

Job Aids

Job Aids

	Employee Job Aids	Supervisor Job Aids
Training Requirements	Training Summary for Employees	Training Summary for Supervisors
Reporting		Report Instructions for Review Status
Workplanning	Workplanning for Employees	Workplanning for Supervisors Goal Modification Instructions
Managing	Adding a Comment/Attachment Updating Goal Progress	Adding a Comment/Attachment Updating Goal Progress
Managing Personnel Actions	Managing Personnel Actions in NCVIP Performance Evaluation for Employees Separating from State Government	
Interim Review	2015-16 Interim Review	
Annual Performance Evaluation	Annual Performance Evaluation for Employees	Annual Performance Evaluation for All Steps

Support Request Form

NCVIP SUPPORT REQUEST FORM

The purpose of this form is to submit a Support Request to the DPS/NCVIP. Open for assistance, troubleshooting and resolution of general issues related to: removing NCVIP Pilot task (removing a PIP, DCS, or DOP), re-opening a PIP or extending a trial date or any other general troubleshooting. Please be as descriptive as possible in your description and include screenshots if available/possible. Feel free to copy the form and use on local or multiple forms for each request. Please e-mail this form to: NCVIP@dps.texas.gov

Request Type: Remove a Performance Improvement Plan (PIP), Documented Coaching Session (DCS), Individual Development Plan (IDP)

Agency Name: _____
 Submitted By (Name): _____
 Date of Request: _____
 Type of Task to be Completed: PIP, DCS, IDP
 Employee: Please provide the name and 8 digit Beacon ID of the user who has been assigned the original task.
 Employee Manager: Please provide the name and 8 digit Beacon ID of the employee's manager.
 Form(s) complete (Yes/No): _____
 Reason for removal: **Required**
 Other supporting info: _____

Request Type: Re-Open Step or Extend Our Date

Agency Name: _____
 Submitted By (Name): _____
 Date submitted: _____

Request Type: General Troubleshooting

Agency Name: _____
 Submitted By (Name): _____
 Date submitted: _____
 Portal: PROO or PILOT
 Task Title or Name: _____
 Issue or request: Please provide a brief description of the issue. Example: Employee has not been assigned task and thought that he or she could not.
 Employee affected: Please provide the name and 8 digit Beacon ID of the employee and any relevant information such as their manager, indirect manager, etc.
 Employee Manager: Please provide the name and 8 digit Beacon ID of the employee's manager and/or indirect manager if applicable.
 Permission needed: _____
 Additional Information: _____

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?? Questions ??

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