



North Carolina Department of Public Safety

Human Resources

Pat McCrory, Governor
Frank L. Perry, Secretary

David A. Shehdan, Director
Human Resources

July 22, 2014

ADMINISTRATIVE MEMORANDUM: 08-2014

TO: Department of Public Safety Employees
FROM: David A. Shehdan *DAS*
RE: **DPS Performance Management Program**

DPS has successfully transitioned to the new performance management cycle of May 1 – April 30 in preparation to move to a new system early 2015. The conversion to the new cycle was a tremendous undertaking and DPS employees are to be commended for their responsiveness and flexibility during this critical and necessary change.

The performance management cycle remains a three phase process: Planning, Managing and Reviewing.

DPS Performance Management Schedule

- May 1 - PM cycle begins
 - Establish performance goals and implement within 45 days of new cycle, new hire start date, or other position change event.
- October 1 to November 30 - Interim review discussions
 - Supervisors required to meet with employees to review performance, provide feedback, address performance issues (establish improvement plan if necessary).
- April 30 - PM cycle ends
 - Formal year-end assessment and fair appraisal rating.

Please direct all inquiries regarding the performance management process to Terri Butler, Performance Management Program Manager at 919.457.1147 in the Human Resources Office.

Thank you.

DAS/pdw

cc: Secretary Frank L. Perry
Lorrie L. Dollar, Chief Operating Officer
Commissioner W. David Guice
Commissioner Gregory K. Baker
Commissioner William A. Crews, Jr.
Mitchell B. Owens, HR Deputy Director

MAILING ADDRESS:
4203 Mail Service Center
Raleigh, NC 27699-4203

www.ncdps.gov



OFFICE LOCATION:
214 W. Jones Street
Raleigh, NC 27603
Telephone: (919) 716-3800
Fax: (919) 716-3794