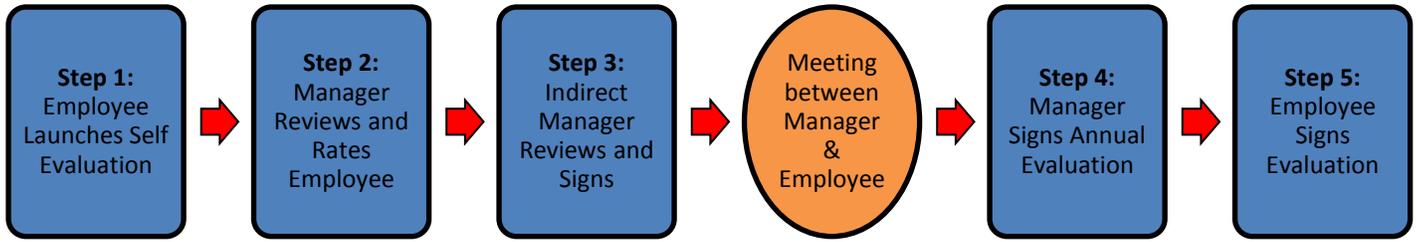


2015-16 ANNUAL PERFORMANCE EVALUATION TASK



STEP 1: EMPLOYEE LAUNCHES SELF EVALUATION

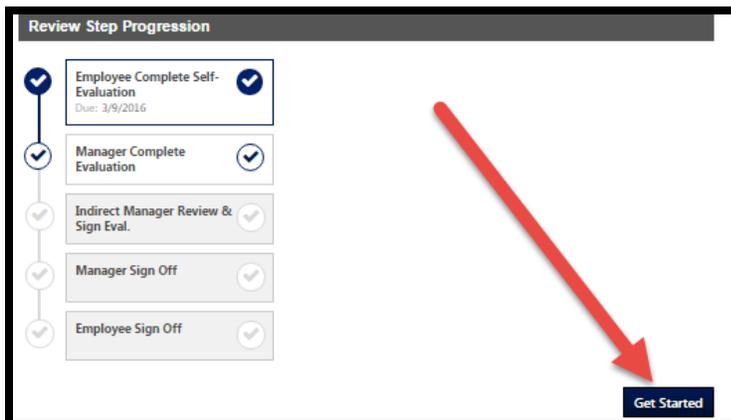
1. Click on **MY TASK LIST** from the homepage of the LMS/NCVIP



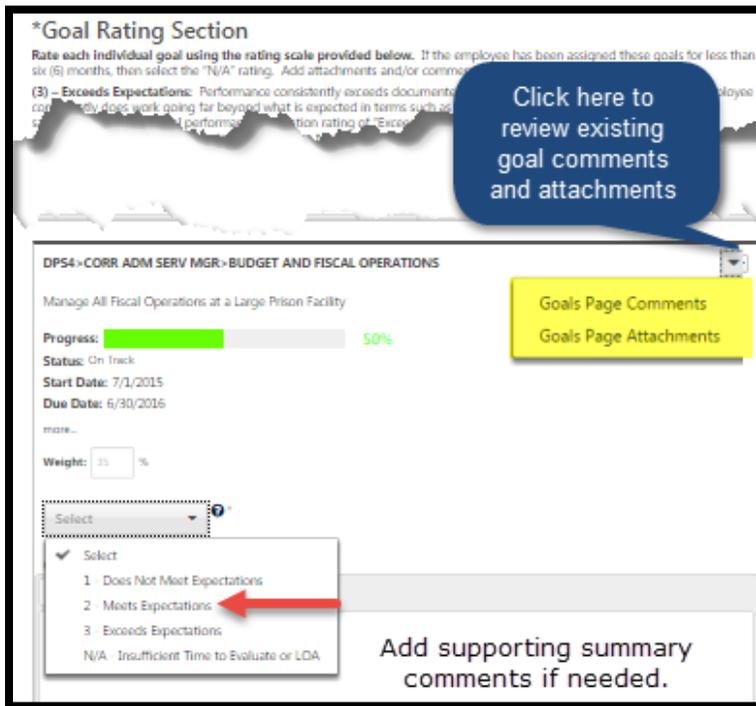
2. Click **COMPLETE YOUR SELF-EVALUATION**



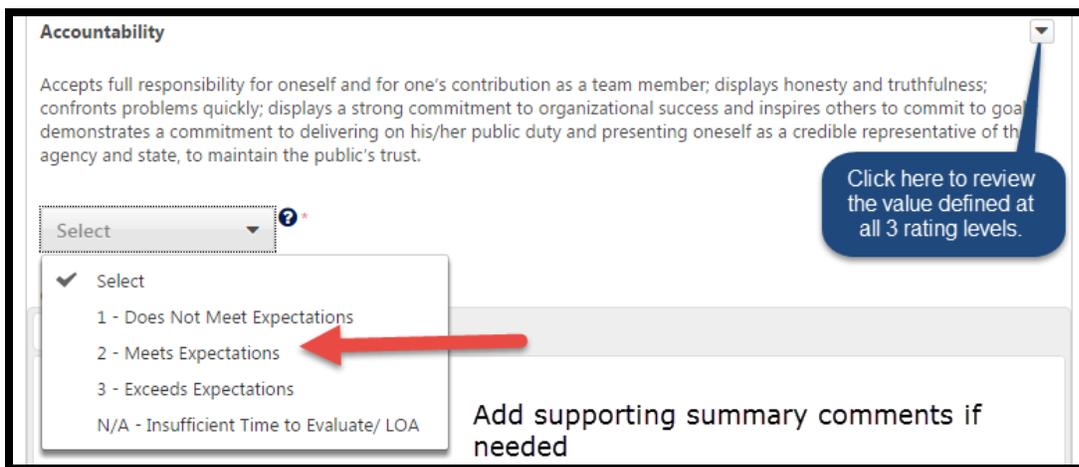
3. Click **GET STARTED**



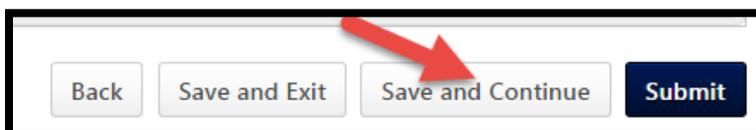
4. For each goal, the employee self-rates their performance by clicking the drop-down to select the rating (red arrow). Comments to support the rating are entered in the comments box. To see existing comments and attachments on goals that were added prior to the Performance Evaluation, click the drop down and select the appropriate option (yellow highlight).



5. After self-rating each goal, scroll down and select **SAVE AND CONTINUE**
6. The employee self-rates each value and provides any supporting comments. If comments to the DPS Values Goal in Step 4 above were added, simply reference those comments by adding "See Values Goal" in the comments section.



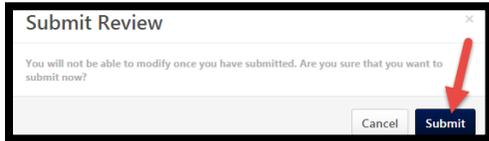
7. After rating each value, scroll to the bottom and select **SAVE AND CONTINUE**.



8. Review the Employee Self-Rating summary and click **SUBMIT**.

Summary	Employee Complete Self-Evaluation	Manager Complete Evaluation
*Goal Rating Section	2.7/3.0 3 - Exceeds Expectations	--
*Organizational Values Rating Section	2.3/3.0 2 - Meets Expectations	--
Overall	2.5/3.0 2 - Meets Expectations	--

9. Submission is verified by clicking **SUBMIT**.



This advances the annual evaluation to employee's manager as listed in Beacon.

STEP 2: MANAGER COMPLETES THE ANNUAL EVALUATION

10. Upon clicking the **MY TASK LIST** from the LMS/NCVIP homepage, the manager will select the employee for whom they are completing the Annual Performance Evaluation.

11. Click **GET STARTED**

12. The manager will see the self-rating and any comments submitted by the employee (yellow highlight). The manager will select the rating for the employee's annual performance from the dropdown (red arrow). Also enter summary comments supporting the rating. To see comments or attachments added to the goal prior to the assignment of the Performance Evaluation select the dropdown arrow in the right corner (blue bubble).

DPS4 > CORR ADM SERV MGR > BUDGET AND FISCAL OPERATIONS

Manage All Fiscal Operations at a Large Prison Facility

Progress: 50%

Status: On Track

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Weight: 35 %

Select

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

Comments:

Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 10:27 AM

I completed all entry of receipts within required timeframes and within policy requirements. There were no issues, deficiencies, or delinquencies noted during the audit in January 2016.

Provide summary comments on the employee's performance and rating justification

13. After rating each goal, scroll down and select **SAVE AND CONTINUE**

14. Manager rates each value and provides supporting comments. Employee's comments on values submitted by the employee are visible (yellow highlight). If comments were added to the DPS Values Goal in Step 12, reference those by adding "See Values Goal" in the comments.

***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 evidence.

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.

Select

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

Comments:

Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APB) Time: 3/17/2016 3:52 PM

I am always on time. I am honest and obey all work rules and policies.

Provide summary comments on the employee's performance and rating justification

15. After rating each value, scroll to the bottom and select **SAVE AND CONTINUE**.

Back Save and Exit Save and Continue Submit

16. A summary screen that provides a comparison of the employee's self-rating summary and the manager's rating is next. The overall rating calculation (yellow highlight) is also shown. After reviewing the summary, manager selects **SUBMIT**.

Note: The calculation of the overall rating is based solely on the manager's rating.

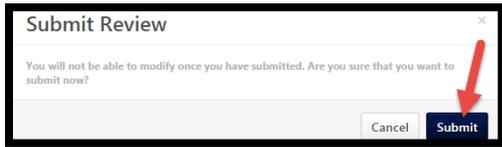
Summary

Overall Rating **2 - Meets Expectations**

	Employee Complete Self-Evaluation	Manager Complete Evaluation
*Goal Rating Section	2.0/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
*Organizational Values Rating Section	2.1/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
Overall	2.1/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations

Back Submit

17. Submission is verified by clicking **SUBMIT**.



This advances the employee's annual evaluation to the employee's indirect manager.

STEP 3: INDIRECT MANAGER REVIEWS AND SIGNS ANNUAL EVALUATION

18. Upon clicking the **MY TASK LIST** from the LMS/NCVIP homepage, the indirect will select the employee for whom they are completing the Annual Performance Evaluation.

Title	Description	Status	Start Date	Due Date
Review & Sign Eval. for	DPS FY 2015 - 2016 Annual Performance Evaluat...	Not Started	3/15/2016	3/29/2016

19. Click **GET STARTED**

20. Both the employee's self-rating and comments (yellow highlight below) as well as the manager's rating and comments (orange highlight below) for each goal are reviewed. The indirect manager can add any comments in the comments box. The indirect manager does **not** provide a rating.

DPS4> CORR ADM SERV MGR> BUDGET AND FISCAL OPERATIONS

Manage All Fiscal Operations at a Large Prison Facility

Progress: 50%

Status: On Track

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Weight: %

Comments:

(Manager) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 11:03 AM
Our location did not have any deficiencies, or delinquencies noted during the audit in January 2016. This is due to the diligence with which you complete your work and the processes you have put in place within our unit.

Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 10:27 AM
I completed all entry of receipts within required timeframes and within policy requirements. There were no issues, deficiencies, or delinquencies noted during the audit in January 2016.

B I S U ABC

Enter any summary comments here

Note: If the annual evaluation needs to be returned to the manager for changes in rating or edits to comments, the indirect may reopen the evaluation back to the manager by selecting the back button at the bottom of the screen and clicking the "REOPEN STEP" button on the GET STARTED screen.

21. After reviewing each goal, scroll down and select **SAVE AND CONTINUE**

22. Review each value and provide comments just noting the employee (yellow highlight below) and manager (orange highlight below) comments and rating.

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 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/10/2016 9:19 AM
Employee adheres to all policies and SOPs. Completes all assignments on time. Works well under pressure.

(Self) Rated: 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/17/2016 3:52 PM
I am always on time. I am honest and obey all work rules and policies.

Enter summary comments here.

After reviewing each value, scroll to the bottom and select **SAVE AND CONTINUE**.

23. Next is a summary screen that provides a comparison of the employee's self-rating summary and the managers rating. Review the overall rating (yellow highlight).

Note: Calculation of the overall rating is based solely on the manager's rating.

Summary

Overall Rating **2 - Meets Expectations**

	Employee Complete Self-Evaluation	Manager Complete Evaluation
*Goal Rating Section	2.0/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
*Organizational Values Rating Section	2.1/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
Overall	2.1/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations

Back Next

Select **NEXT**.

24. Complete the signature and approval of the Annual Evaluation for this employee by adding any summary comments (1), selecting the Acknowledgement box (2), Electronically signing (3), and Submitting (4).

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 DEACON system. You also agree that you have had an opportunity to review the entire document before clicking the "Sign" button. This is the legal equivalent of your signature.

Self
Pending Signature

Manager
Pending Signature

Indirect Manager

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

1

Back Save and Exit **Submit**

The Annual Evaluation then returns to the manager for signature.

STEP 4: MANAGER SIGNS ANNUAL EVALUATION

25. **THE FACE TO FACE MEETING WITH THE EMPLOYEE SHOULD OCCUR NOW.**

26. Upon clicking the **MY TASK LIST** from the LMS/NCVIP homepage, the manager will select the employee for whom they are completing the Annual Performance Evaluation.

27. Click **GET STARTED**

28. View the Indirect Manager's comments on the Annual Evaluation for both goals and values (blue highlighted below).

DPS4->CORR ADM SERV MGR>BUDGET AND FISCAL OPERATIONS

Manage All Fiscal Operations at a Large Prison Facility

Progress: 50%

Status: On Track

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Weight: %

2 - Meets Expecta... ?

SHOW LESS ↑

(Indirect Manager) Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 12:17 PM
Agreed.

(Manager) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 11:03 AM
Our location did not have any deficiencies, or delinquencies noted during the audit in January 2016. This is due to the diligence with which you complete your work and the processes you have put in place within our unit.

(Self) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 10:27 AM
I completed all entry of receipts within required timeframes and within policy requirements. There were no issues, deficiencies, or delinquencies noted during the audit in January 2016.

Note: No changes to ratings or comments can be completed at this step. If changes or edits are needed, the Manager Step 2 must be reopened. A helpdesk ticket must be submitted to DPS_NCVIPhelp@ncdps.gov for this step to be reopened once the indirect has completed their signature.

29. After reviewing the comments from the Indirect Manager, select **NEXT** at the bottom.

30. Review the final overall rating (yellow highlight). Select **NEXT**.

Note: The calculation of the overall rating is based solely on the manager's rating.

Summary

Overall Rating [?]
2 - Meets Expectations

	Employee Complete Self-Evaluation	Manager Complete Evaluation
*Goal Rating Section	2.0/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
*Organizational Values Rating Section	2.1/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations
Overall [?]	2.1/3.0 2 - Meets Expectations	2.0/3.0 2 - Meets Expectations

Back Next

31. Complete the managery signature and approval of the Annual Evaluation for this employee by adding any summary comments (1), selecting the Acknowledgement box (2), Electronically signing (3), and Submitting (4). The date, time, and electronic signature of the indirect is also visible (blue highlight below).

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

ed.

Self

Pending Signature

Manager

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

Sign

Indirect Manager

Date:3/15/2016

B I S U [List Icons] [ABC]

1 Summary Comments entered here

(Indirect Manager) Review: Performance Evaluation for FY 2015 - 2016 (DPS-APE) Time: 3/15/2016 12:38 PM

Agreed. Thanks for the good work!

Back **Save and Exit** **Submit**

The Annual Evaluation returns to the employee for final signature.

STEP 5: EMPLOYEE SIGNS ANNUAL EVALUATION

32. Upon clicking the **MY TASK LIST** from the LMS/NCVIP homepage, select **COMPLETE YOUR SELF EVALUATION**.

33. Click **GET STARTED**

34. Review the comments and self-rating (employee's in yellow highlight below), the manager's rating and comments (orange highlight below), and the indirect manager's comments (blue highlighted below). Select **NEXT** on both the goals and values pages.

DPS4> CORR ADM SERV MGR> BUDGET AND FISCAL OPERATIONS

Manage All Fiscal Operations at a Large Prison Facility

Progress: 50%

Status: On Track

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Weight: %

2 - Meets Expecta... ?*

SHOW LESS ↑

(Indirect Manager) Review: Performance Evaluation for FY 2015 - 2016 (DPS-AP) Time: 3/15/2016 12:17 PM
Agreed.

(Manager) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-AP) Time: 3/15/2016 11:03 AM
Our location did not have any deficiencies, or delinquencies noted during the audit in January 2016. This is due to the diligence with which you complete your work and the processes you have put in place within our unit.

(Self) Rated: 2 - 2 - Meets Expectations Review: Performance Evaluation for FY 2015 - 2016 (DPS-AP) Time: 3/15/2016 10:27 AM
I completed all entry of receipts within required timeframes and within policy requirements. There were no issues, deficiencies, or delinquencies noted during the audit in January 2016.

35. Review the overall rating (yellow highlight below).

Note: The calculation of the overall rating is based solely on the manager's rating.

Summary		
	Employee Complete Self-Evaluation	Manager Complete Evaluation
*Goal Rating Section	2.8/3.0 3 - Exceeds Expectations	2.0/3.0 2 - Meets Expectations
*Organizational Values Rating Section	2.7/3.0 3 - Exceeds Expectations	2.0/3.0 2 - Meets Expectations
Overall ?	2.8/3.0 3 - Exceeds Expectations	2.0/3.0 2 - Meets Expectations

Back Next

After reviewing, select **NEXT**.

36. Review the summary comments added by the manager (orange highlight) and the indirect manager (blue highlight). Complete the signature of the Annual Evaluation by adding any comments (1), selecting the Acknowledgement box (2), Electronically signing (3), and Submitting (4).

37. The Annual Evaluation will now be complete. The employee can locate the PDF of the Annual Evaluation by going to **PERFORMANCE** then **PERFORMANCE PLANS** from the main page.



38. Click on the **MY PERSONAL REVIEWS** tab. All documents for the current cycle are visible here. Simply click on the document. It will open as a PDF document.

Review	Review Period	Start Date	Completion Date	Task Status	Rating
DPS FY 2015 - 2016 Performance Plan	7/1/2015 - 6/30/2016	11/2/2015	11/2/2015	Complete	N/A
DPS FY 2015-2016 Interim Review	7/1/2015 - 6/30/2016	1/1/2016	N/A	In Progress	---
Performance Evaluation for FY 2015 - 2016 (DPS-APE)	7/1/2015 - 6/30/2016	2/15/2016	3/15/2016	Complete	2.0 / 3.0 - 2 - Meets Expectations