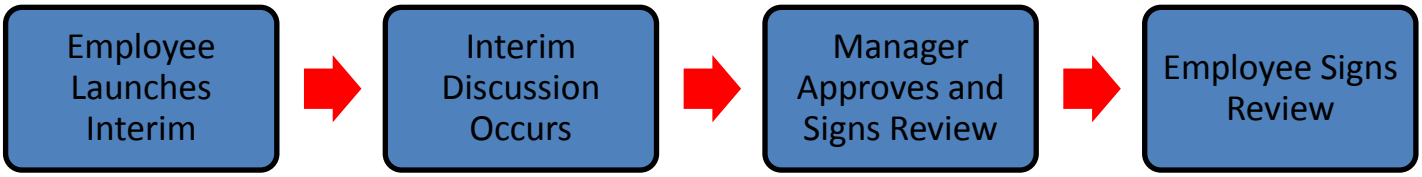
2015-16 Interim Review Task

Any progress, comments, and attachment should be updated <u>prior to</u> January 10, 2016.

Policy does not require that an overall rating be assigned at the Interim Review. Some divisions may elect to assign a rating at the interim. If an overall rating or a rating to any of the goals and/or values is assigned and that rating is Exceeds Expectations (EE) or Does Not Meet Expectations (DNME), the Indirect Manager shall be consulted prior to the discussion with the employee

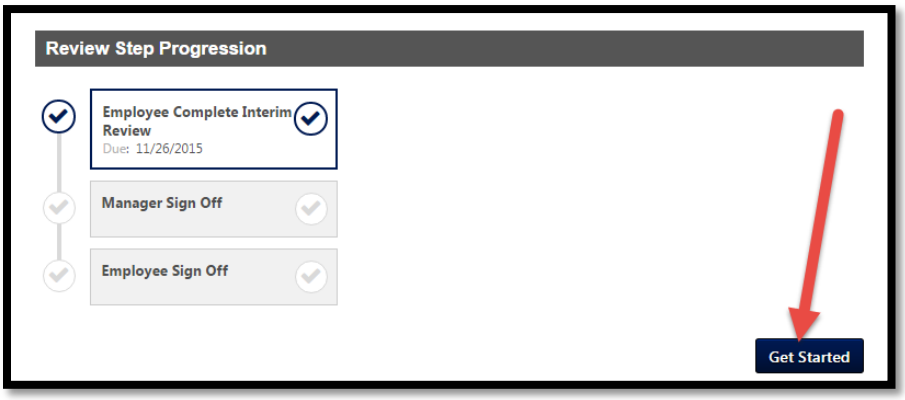


Step 1: Employee Launches the Interim

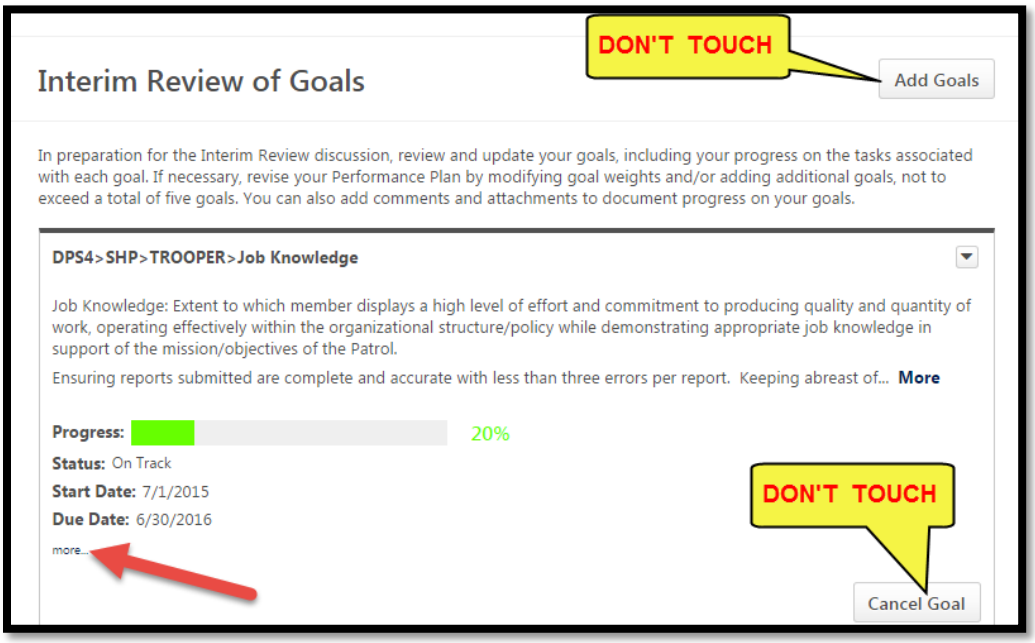
1. Click on **MY TASK LIST** from the homepage of the LMS/NCVIP

2. Click **COMPLETE YOUR INTERIM REVIEW**

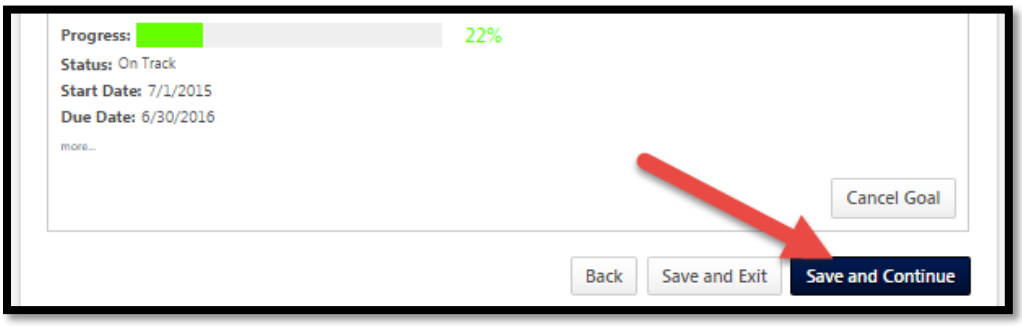
3. Click **GET STARTED**



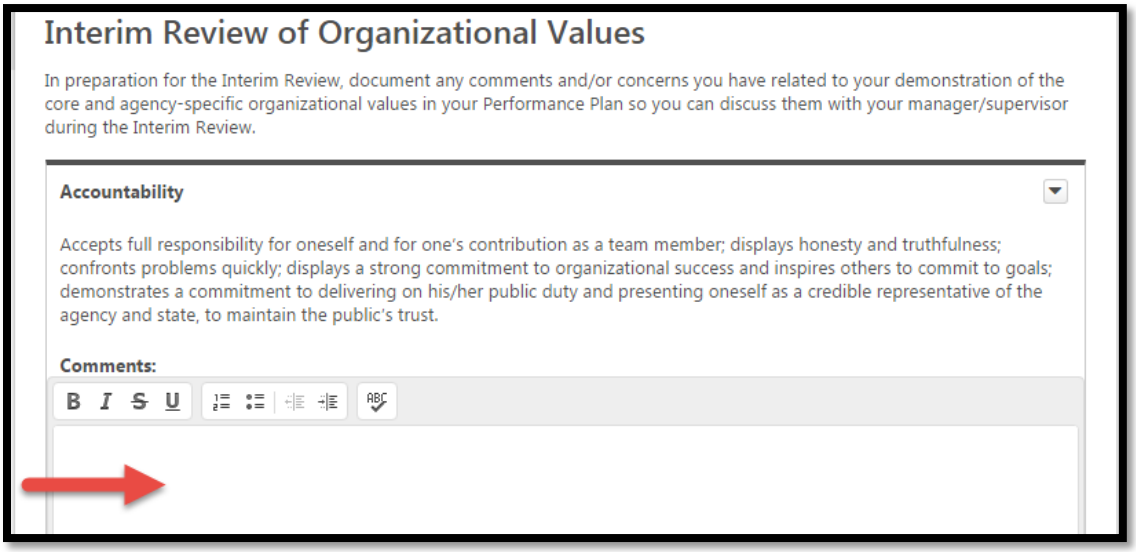
4. Here you will be able to view any progress that was updated prior to the launch of the interim review. Select MORE (red arrow) to expand the tasks.



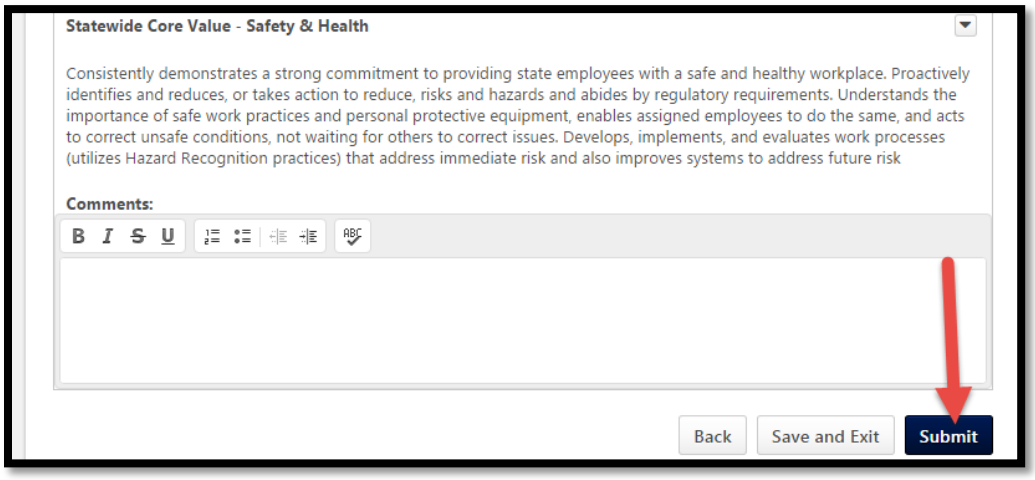
5. Scroll down and select **SAVE AND CONTINUE**



6. You are now on the Values portion of the interim review. You can enter comments regarding your demonstration of the values in the comments box.



Scroll to the bottom and select **SUBMIT.**



You will then be prompted to hit **SUBMIT** again.
The interim review has now gone to the manager for review and comment.

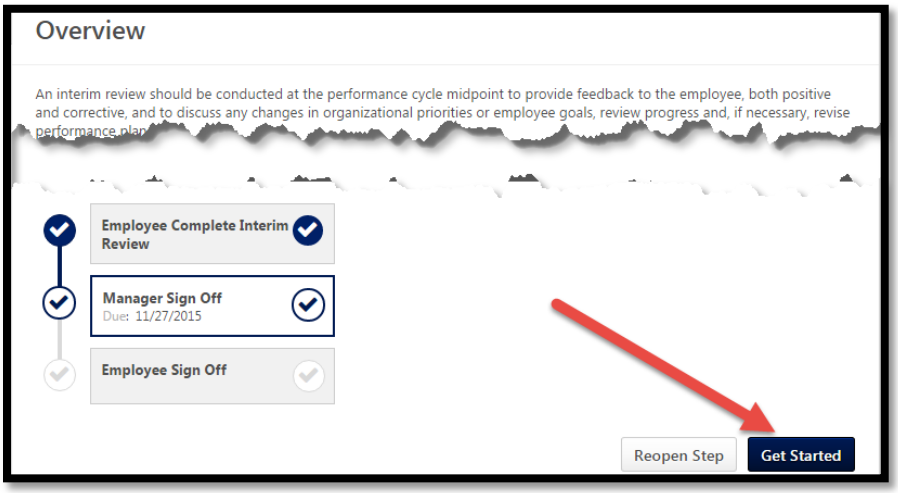
DISCUSSION WITH THE EMPLOYEE MUST OCCUR BEFORE THIS STEP

Note: Comments and attachments that were entered prior to the Interim will not be visible within the Interim Task itself. In order to view comments and attachments you must view them through **PERFORMANCE > GOALS > TEAM GOALS** in NCVIP. Once completed, comments will be visible on the pdf of the Interim Review.

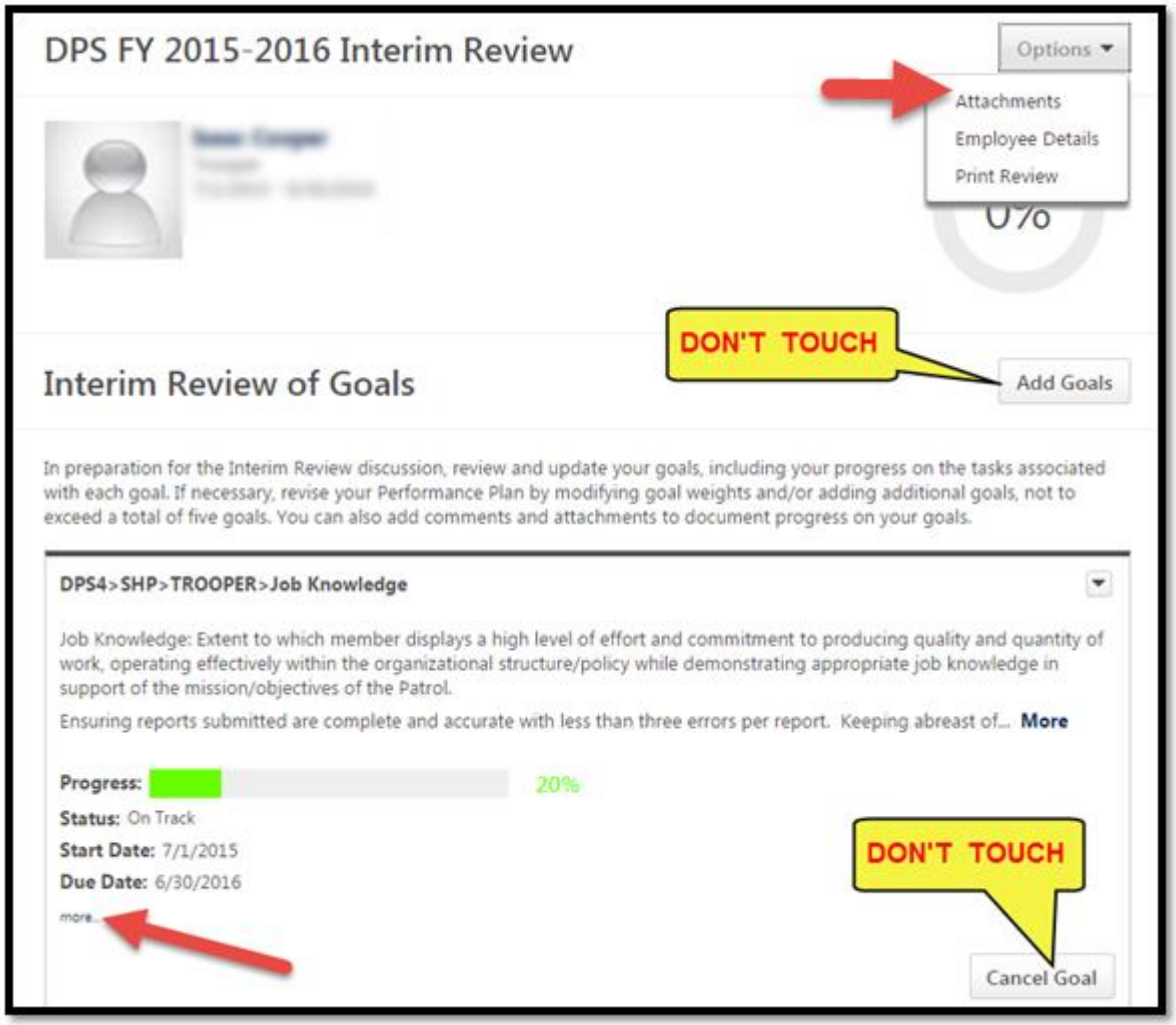
STEP 2: MANAGER REVIEW AND APPROVAL

7. Upon clicking the **MY TASK LIST** from the LMS/NCVIP homepage, select the employee you are completing an interim review for.

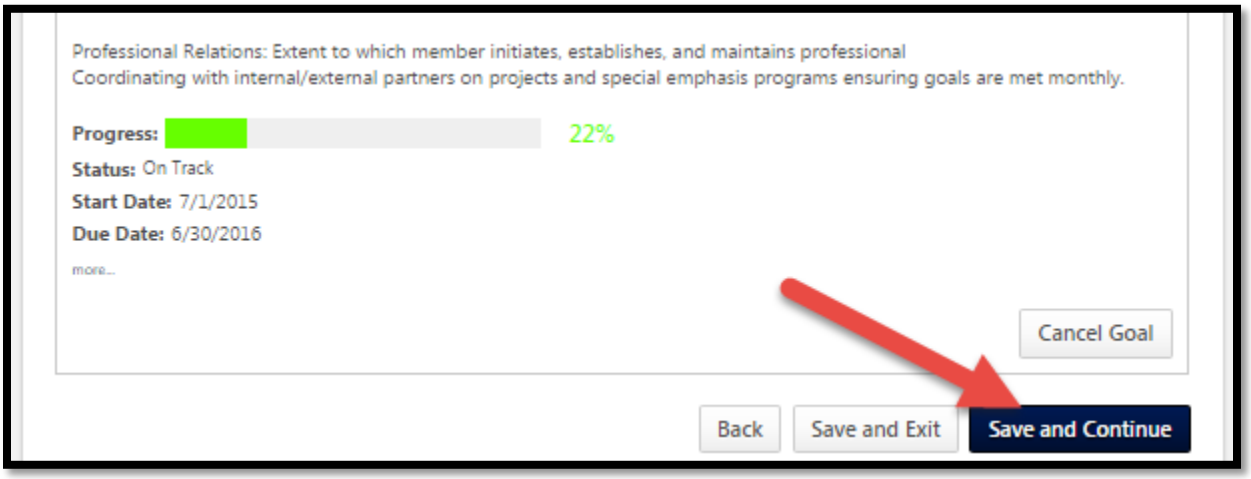
8. Click **GET STARTED**



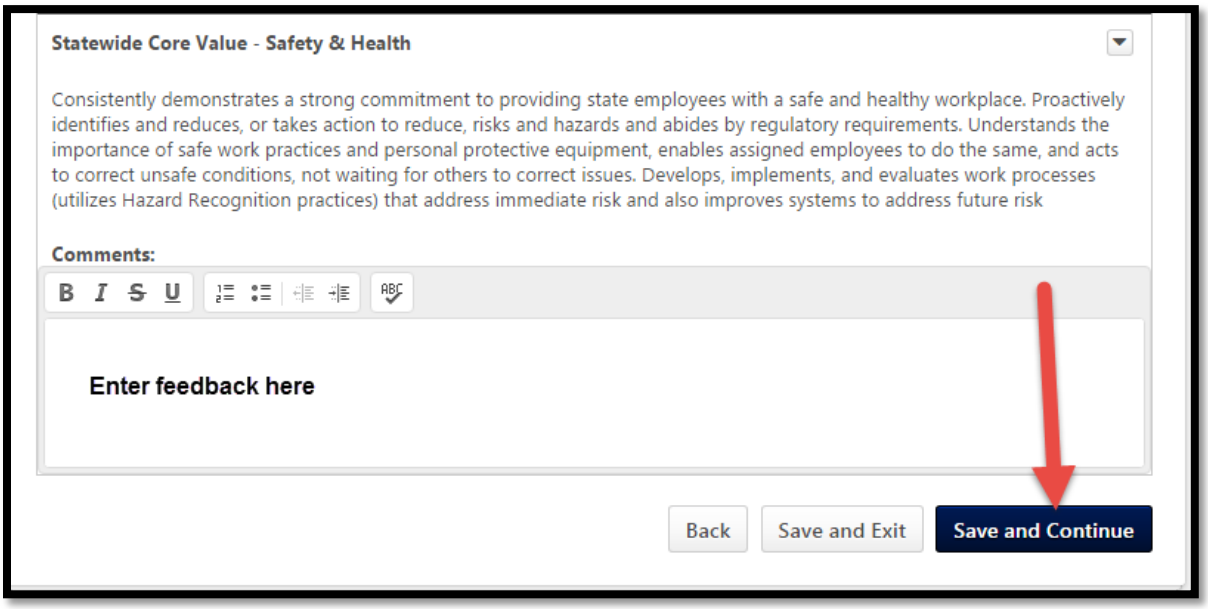
9. Review the goals/tasks of the employee. Notice that attachments can be added to the interim review by selecting the dropdown under Options.



10. Scroll down after reviewing and select **SAVE AND CONTINUE.**

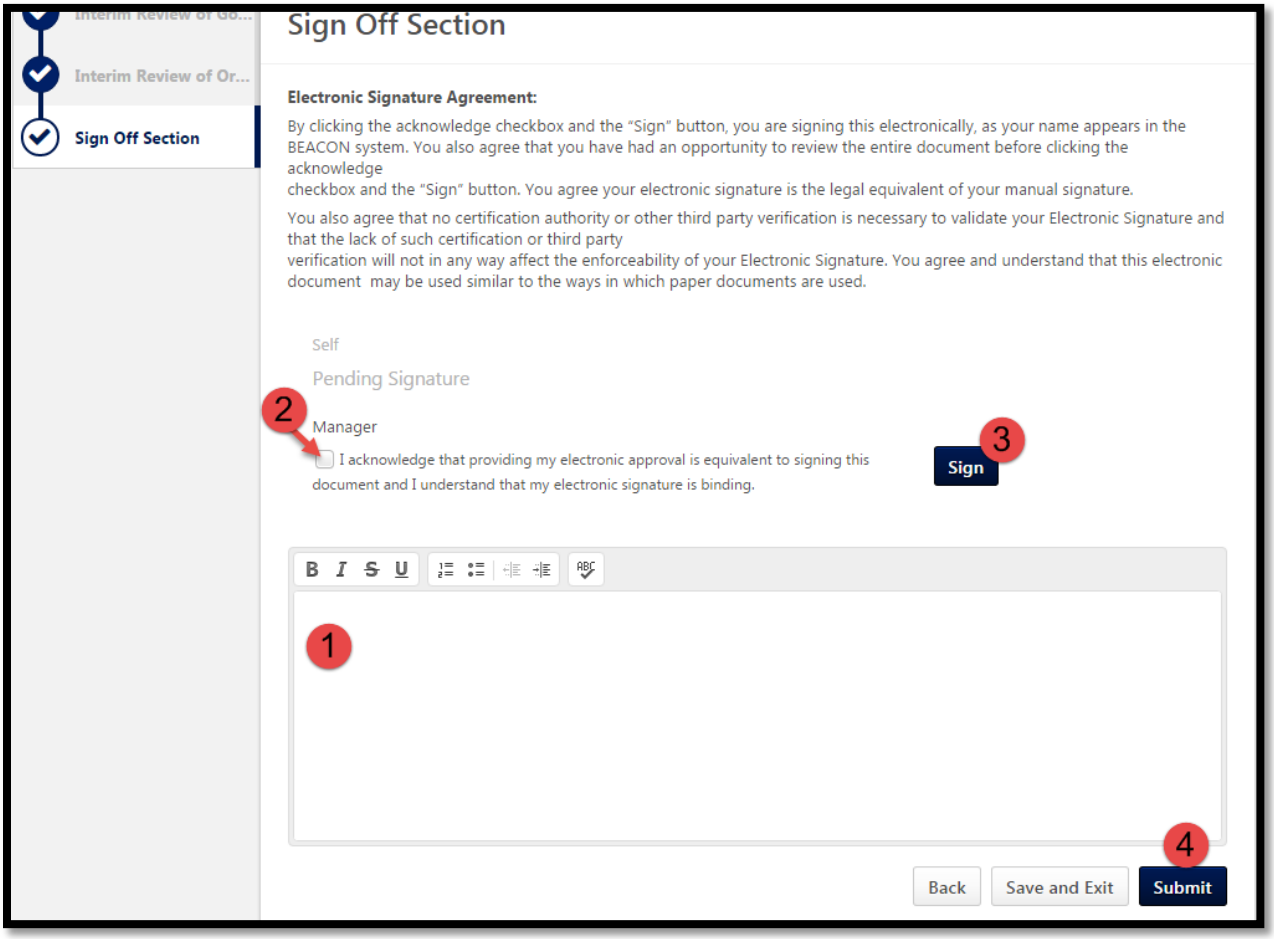


11. You can now provide feedback on the employee's demonstration of Values.



Then scroll down and select **SAVE AND CONTINUE**.

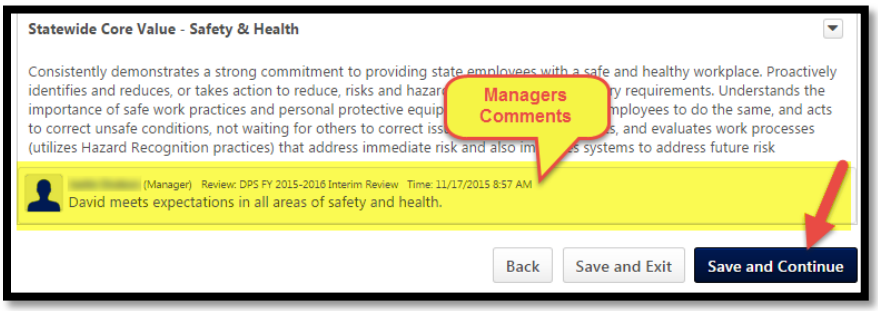
12. You will then complete the overall interim feedback summary (1). Then complete manager signoff by checking the acknowledgment (2), click the SIGN button (3), then click SUBMIT (4).



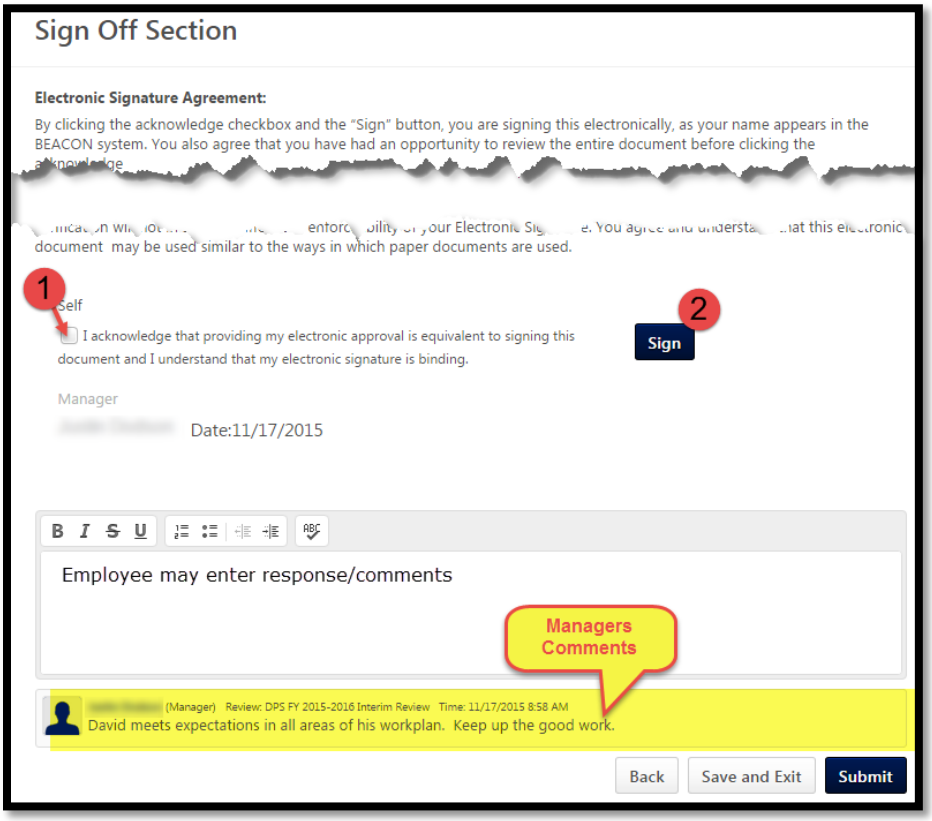
You will then be prompted to hit **SUBMIT** again.

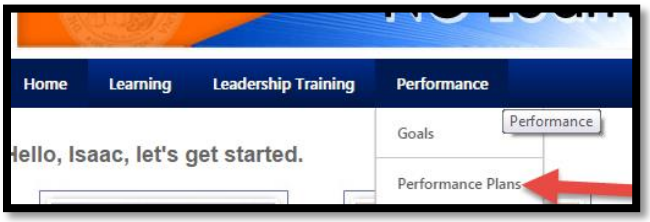
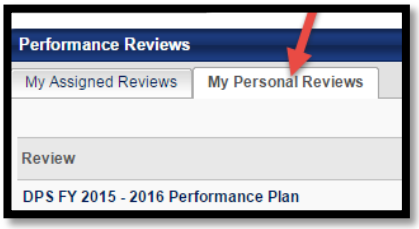
STEP 3: EMPLOYEE SIGNOFF

13. The employee will launch their workplan just as they did in Steps 1-6. The employee will be able to view feedback provided by the manager. Click **SAVE AND CONTINUE**.



14. On the final page of the Interim Review, the employee will be able to review the overall summary comments entered by the manager and complete the signoff by checking the acknowledgment (1), clicking the SIGN button (2), and clicking SUBMIT (3).



You will be prompted to confirm submission by selecting **SUBMIT**.

The interim is now complete. The completed review can be found by going to **PERFORMANCE > PERFORMANCE PLANS > MY PERSONAL REVIEWS**