

QUICK REFERENCE GUIDE

NCVIP PM Technology Training for Employees Planning



FY 2014 – 2015 Performance Plan

Options ▾

Annis Barbee
Human Resources Consultant
7/1/2014 - 6/30/2015

0%

Overview

The Performance Plan is used to document employee's performance expectations for the year. The performance plan consists of two parts: Goals and Values.

Each employee will have three to five strategically aligned, critical individual goals. This is not an exhaustive list of all responsibilities required for continued employment and does not duplicate information in the position description. These goals will include a description of how they will be measured, and the level of performance required to meet expectations. Goals will be written at the "Meets Expectation" level.

In addition, each employee will have no more than nine organizational goals to be accomplished.

Goals and values are each worth 50% of the employee's final overall rating.

Review Step Progression

- Employee Complete Performance Plan Due : 2/16/2015
- Manager Approve Performance Plan
- Next Level Manager Review Performance Plan
- Employee Sign Off

You're ready to complete your performance plan.

Click on "Get Started."

Get Started

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0%

Individual Goal Planning (50% of Overall Rating)

Add Goals

Instructions for Individual Goal Planning Section

Using the template provided, create at least three but not more than five strategically aligned, critical individual goals. These goals are not an exhaustive list of all responsibilities required for continued employment and do not duplicate information in the position description. Describe how each goal will be measured, and write goals at the "Meets Expectations" level of performance.

Each goal should be written as a statement that should be accomplished. Use action verbs like increase, reduce, implement, or coordinate.

Specific: the goal should state in detail what should be accomplished.

Measurable: the goal must be quantifiable so that you have evidence that you accomplished the goal, otherwise it is not measurable.

Stretch: the goal should still provide a stretch (i.e., challenging but not impossible to achieve) (applicable). It should be aligned with your department and organizational goals (if applicable).

Deadline: the goal should be completed or completed. If a deadline is not established, it will be considered as a goal that should be completed within the current performance cycle. If a goal extends beyond the annual performance cycle, break it into smaller goals that can be accomplished in one cycle.

This is the "Individual Goal Planning" screen.

QUICK REFERENCE GUIDE

NCVIP PM Technology Training for Employees
Planning



organizational development, and organizational effectiveness.

Progress: 25%

Status: On Track
Start Date: 12/11/2014
Due Date: 6/30/2015
more...

Cancel Goal

Performance Consultation

Serve as consultant to agencies and universities on policies, practices, and technologies to support and sustain a performance culture.

Progress: 67%

Status: On Track
Start Date: 10/1/2014
Due Date: 6/30/2015
more...

Cancel Goal

Research and Development

Serve as subject matter expert (SME) on trends, research, and opportunities in performance management, organizational development, organizational

Progress: 30%

Status: On Track
Start Date: 12/11/2014
Due Date: 6/30/2015
more...

Cancel Goal

Back Save and Exit Save and Continue

Here you can see the goals you created or the goals that were created for you.

When you've finished reviewing your goals, click "Save and Continue."

Welcome NC Learning Center

Home Learning Leadership Training My Team

FY 2014 - 2015 Performance Plan Options

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7/1/2014 - 6/30/2015

50%

Organizational Core Values (50% of Overall Rating)

Your performance plan will include organizational values. Values are behavioral attributes that document how work should be performed. In addition, values reflect core organizational beliefs that guide and motivate actions supporting the achievement of the agency mission and goals.

Organizational values are standard for all state of NC employees subject to this policy. Agency-specific values are defined and/or assigned, as determined by leadership at your agency.

Accountability

responsibility for oneself and for one's contribution as a team member; displays honesty and truthfulness; communicates 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 organization to maintain the public's trust.

This is the "Organizational Core Values" screen.

QUICK REFERENCE GUIDE

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Planning



The screenshot displays a web application interface for planning. On the left is a navigation sidebar with four items: 'Overview' (home icon), 'Individual Goal Plan...' (checkmark icon), 'Organizational Core...' (checkmark icon), and 'Sign Off Section' (radio button icon). The main content area is divided into two sections, each with a title, a descriptive paragraph, and a 'Comments' field with a rich text editor toolbar.

Statewide Core Value - Diversity & Inclusion
Demonstrates an open-minded approach to understanding people of different religion, ethnicity, disability status, or other characteristics; treats people with respect; effectively builds an inclusive work environment, composed of diverse perspectives, where everyone feels welcomed and valued and is able to use their knowledge to succeed.

Comments:

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:

At the bottom of the interface are three buttons: 'Back', 'Save and Exit', and 'Submit'.

Callout 1: A green speech bubble points to the 'Comments' field of the 'Diversity & Inclusion' section, containing the text: "Here you can review and make comments on the Values you are expected to demonstrate in your work."

Callout 2: A green speech bubble points to the 'Submit' button, containing the text: "Click 'Submit.'"

QUICK REFERENCE GUIDE

NCVIP PM Technology Training for Employees
Planning



When your manager and indirect manager have signed off, your Performance Plan will return to you for your final signature. Follow these steps.

Click on "Home," and select "Universal Profile."

Click on "Actions."

On your "Actions" screen, you can see that you have your performance plan to complete.

Click Launch.

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Overview

The Performance Plan is used to document employee's performance expectations for the year. The performance plan consists of two parts: Goals and Values.

Each employee will have three to five strategically aligned, critical individual goals. This is not an exhaustive list of all responsibilities required for continued employment and does not duplicate information in the position description. These goals will include a description of how they will be measured, and the level of performance required to meet expectations. Goals will be written at the "Meets Expectation" level.

In addition, each employee will have no more than nine organizational values which define how the work should be accomplished.

Goals and values are each worth 50% of the employee's final overall rating.

Review Step Progression

- Employee Complete Performance Plan
- Manager Approve Performance Plan
- Next Level Manager Review Performance Plan
- Employee Sign Off
Due : 2/24/2015

You'll now see that you are in the "Employee Sign Off" step.

Click "Get Started."

Get Started

Individual Goal Plan...

organizational development, and organizational effectiveness.

Progress: 0%

Status: On Track
Start Date: 12/11/2014
Due Date: 6/30/2015
more...

Performance Consulting

Serve as consultant to agencies and universities on policies, practices, and technologies to support and sustain a performance culture.

Progress: 0%

Status: On Track
Start Date: 10/1/2014
Due Date: 6/30/2015
more...

Res...

Ser per

Progress: 0%

Status: On Track
Start Date: 12/11/2014
Due Date: 6/30/2015
more...

Back Save and Exit **Save and Continue**

On your "Goals" screen, click "Save and Continue."

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67%

Organizational Core Values (50% of Overall Rating)

Your Performance Plan will include organizational values. Values are behavioral attributes that document how work should be accomplished. In addition, values reflect core organizational beliefs that guide and motivate actions supporting the accomplishment of the agency mission and goals.

The core organizational values are standard for all state of NC employees subject to this policy. Agency-specific values are selected and/or assigned, as determined by leadership at your agency.

Agency Value - Accountability

Accepts full responsibility for oneself and for one's contribution as a team member; displays honesty and confronts problems quickly; displays a strong commitment to organizational success and inspires others to demonstrate 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.

Agency Value - Organizational Effectiveness & Efficiency

Leadership Value: Effectively plans, prioritizes, organizes, and aligns human, financial, material, and information resources to meet work unit and organizational goals. Efficiently deploys resources when, where, and how they are needed. Communicates

Back Exit Next

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On your "Values" screen, click "Next."

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67%

Sign Off Section

On the "Sign Off Section" screen, click the checkbox. . .

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

Sign

... then click "Sign."

Make any comments in the box . . .

... and click "Submit."

Back Save and Exit Submit