NCDPS INTERIM REVIEW PHASE II

Agenda

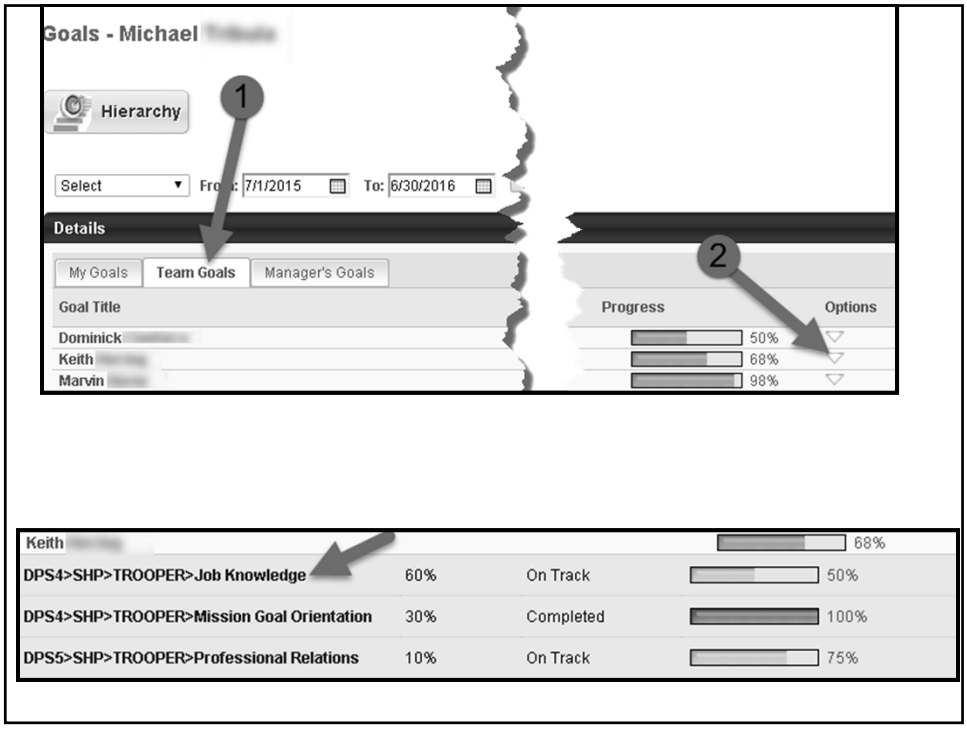
- NCVIP Recap
- Review Updating Progress/Comments
- Interim Specifics
- Required Interim Discussion
- System Workflow Screenshots
- Identify Resources

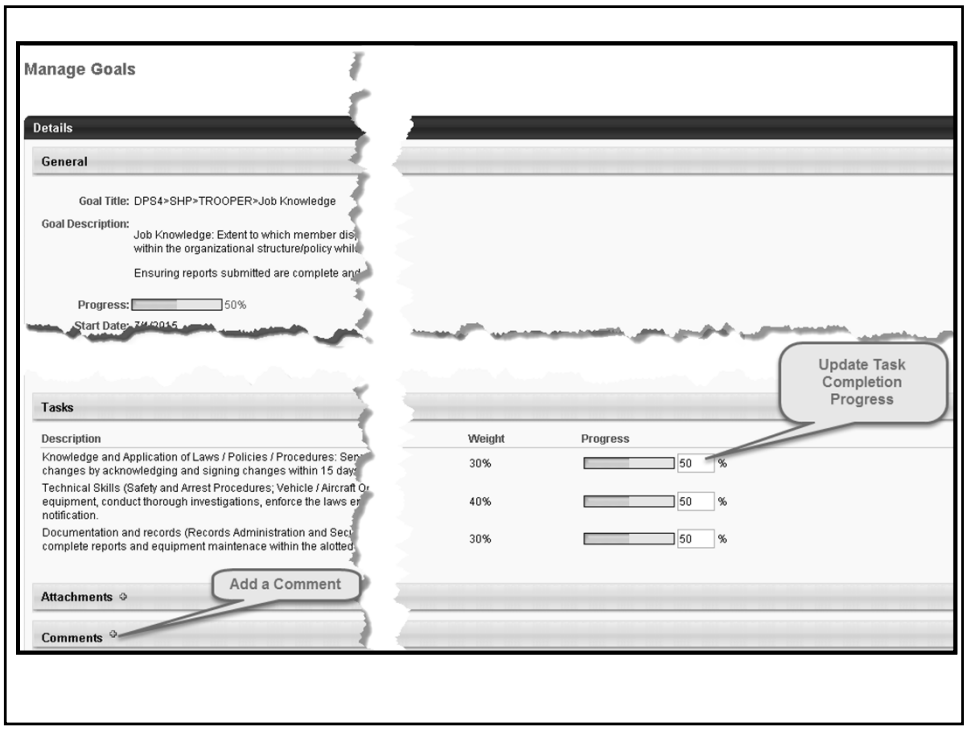
NCVIP Recap

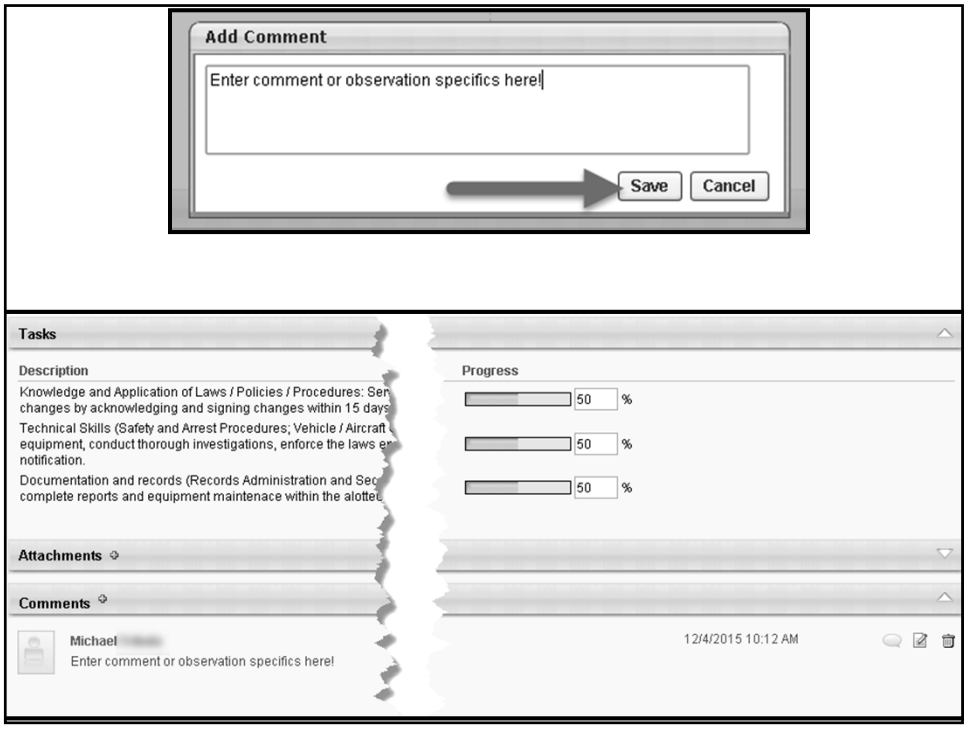
- July 2015 – December 2015 Work plans Completed
- Progress and Comments for Goals, Tasks, and Values updated

Updating Employee Performance

Progress, Comments, & Attachments

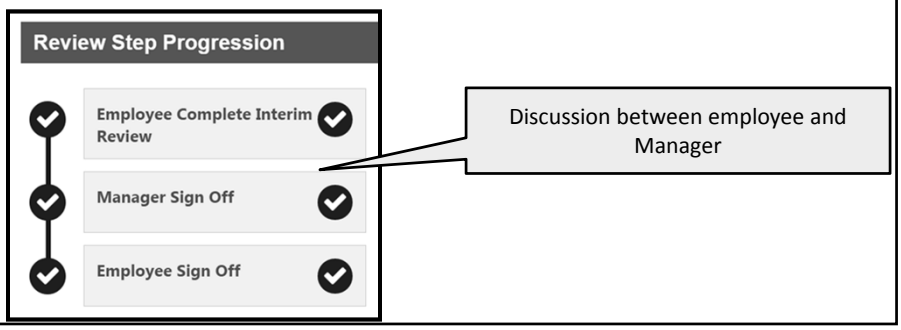

Goals - Michael
Hierarchy
1
Select
From: 7/1/2015
To: 6/30/2016
Details
My Goals
Team Goals
Manager's Goals
2
Goal Title
Progress
Options
Dominick
50%
Keith
68%
Marvin
98%
Keith
68%
DPS4>SHP>TROOPER>Job Knowledge
60%
On Track
50%
DPS4>SHP>TROOPER>Mission Goal Orientation
30%
Completed
100%
DPS5>SHP>TROOPER>Professional Relations
10%
On Track
75%

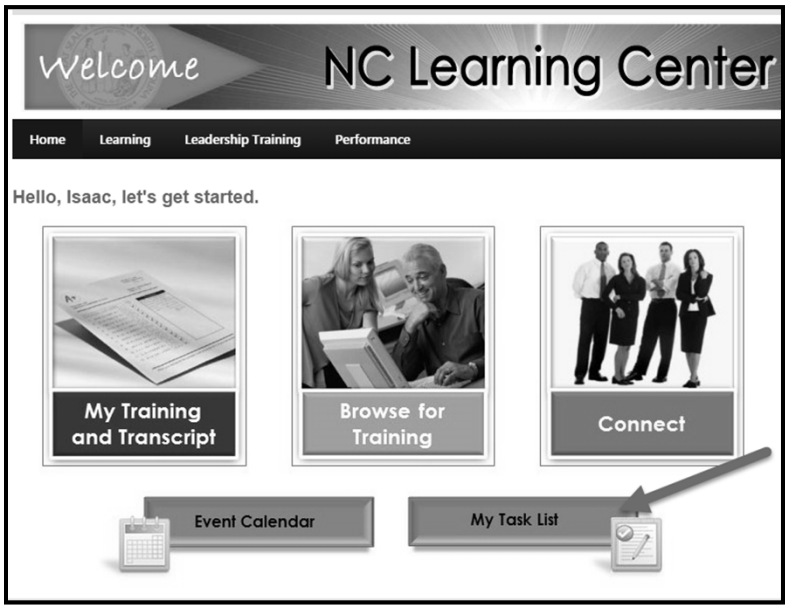

Manage Goals
Details
General
Goal Title: DPS4>SHP>TROOPER>Job Knowledge
Goal Description:
Job Knowledge: Extent to which member dis
within the organizational structure/policy whil
Ensuring reports submitted are complete and
Progress: 50%
Update Task Completion Progress
Tasks
Description
Weight
Progress
Knowledge and Application of Laws / Policies / Procedures: Se
changes by acknowledging and signing changes within 15 day
30%
50 %
Technical Skills (Safety and Arrest Procedures; Vehicle / Aircraft O
equipment, conduct thorough investigations, enforce the laws e
notification.
40%
50 %
Documentation and records (Records Administration and Sec
complete reports and equipment maintenace within the alotted
30%
50 %
Add a Comment
Attachments
Comments



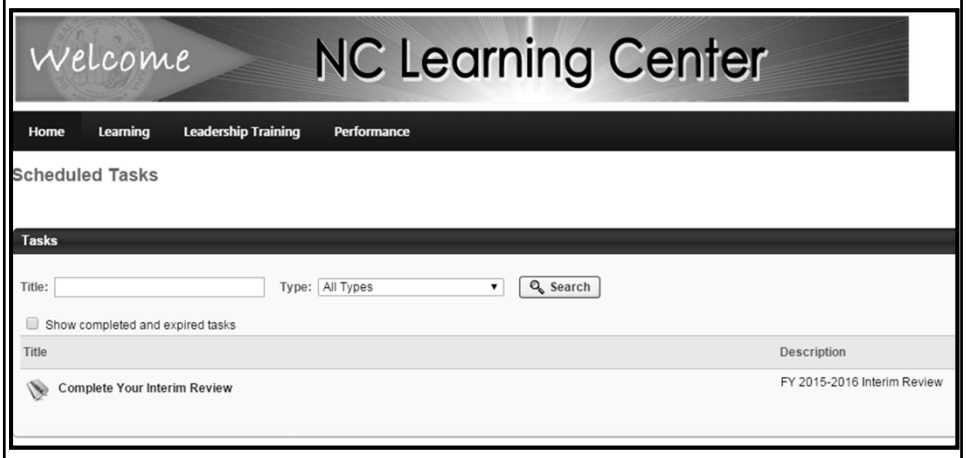
Interim Specifics

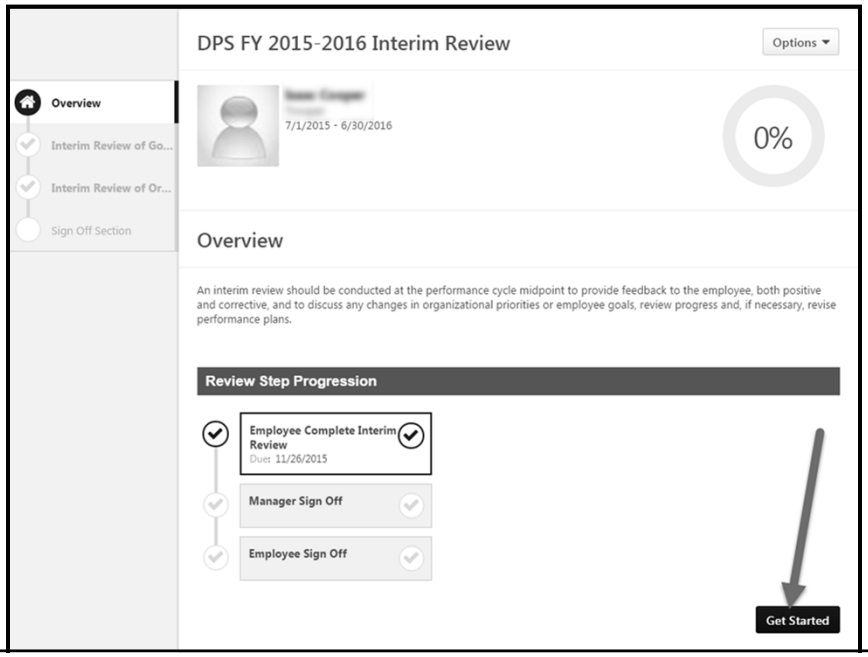
- Any progress on goals/tasks must be entered on / before January 10, 2016.
- Ratings are not required per OSHR Policy*
- 3 Step System Workflow
- 45 Day Timeframe—14 days for each step

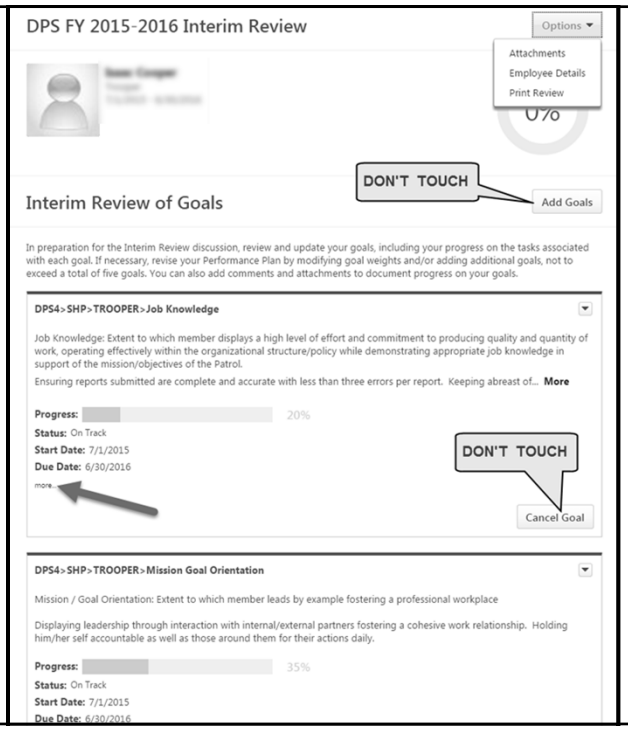




Step 1:
Employee Launches the Interim




DPS FY 2015-2016 Interim Review
Options
Overview
Interim Review of Go...
Interim Review of Or...
Sign Off Section
7/1/2015 - 6/30/2016
0%
Overview
An interim review should be conducted at the performance cycle midpoint to provide feedback to the employee, both positive and corrective, and to discuss any changes in organizational priorities or employee goals, review progress and, if necessary, revise performance plans.
Review Step Progression
Employee Complete Interim Review
Due: 11/26/2015
Manager Sign Off
Employee Sign Off
Get Started


DPS FY 2015-2016 Interim Review
Options
Attachments
Employee Details
Print Review
DON'T TOUCH
Add Goals
Interim Review of Goals
In preparation for the Interim Review discussion, review and update your goals, including your progress on the tasks associated with each goal. If necessary, revise your Performance Plan by modifying goal weights and/or adding additional goals, not to exceed a total of five goals. You can also add comments and attachments to document progress on your goals.
DPS4>SHP>TROOPER>Job Knowledge
Job Knowledge: Extent to which member displays a high level of effort and commitment to producing quality and quantity of work, operating effectively within the organizational structure/policy while demonstrating appropriate job knowledge in support of the mission/objectives of the Patrol.
Ensuring reports submitted are complete and accurate with less than three errors per report. Keeping abreast of... More
Progress: 20%
Status: On Track
Start Date: 7/1/2015
Due Date: 6/30/2016
more
DON'T TOUCH
Cancel Goal
DPS4>SHP>TROOPER>Mission Goal Orientation
Mission / Goal Orientation: Extent to which member leads by example fostering a professional workplace
Displaying leadership through interaction with internal/external partners fostering a cohesive work relationship. Holding him/her self accountable as well as those around them for their actions daily.
Progress: 35%
Status: On Track
Start Date: 7/1/2015
Due Date: 6/30/2016

DPS4>SHP>TROOPER>Job Knowledge

Job Knowledge: Extent to which member displays a high level of effort and commitment to producing quality and quantity of work, operating effectively within the organizational structure/policy while demonstrating appropriate job knowledge in support of the mission/objectives of the Patrol.

Ensuring reports submitted are complete and accurate with less than three errors per report. Keeping abreast of... **More**

Progress: 20%

Status: On Track

Start Date: 7/1/2015

Due Date: 6/30/2016

Perspective: State of NC

Goal Category(s): Law Enforcement & Public Safety

Weight: 60.00%

Tasks	Start Date	Due Date	Weight	Progress
Knowledge and Application of Laws / Policies / Procedures: [illegible]				
[illegible] and Arrest Procedures; Vehicle / Aircraft Operations; Investigations; Preventative Patrol; Equipment Use; Evidence Collection): Maintain patrol equipment, conduct thorough investigations, enforce the laws ensuring safe and efficient trasnsportation for motorist and respond to calls for service immediately upon notification.	7/1/2015	6/30/2016	40%	50%

show less

DPS5>SHP>TROOPER>Professional Relations

Professional Relations: Extent to which member initiates, establishes, and maintains professional
Coordinating with internal/external partners on projects and special emphasis programs ensuring goals are met monthly.

Progress: 22%

Status: On Track

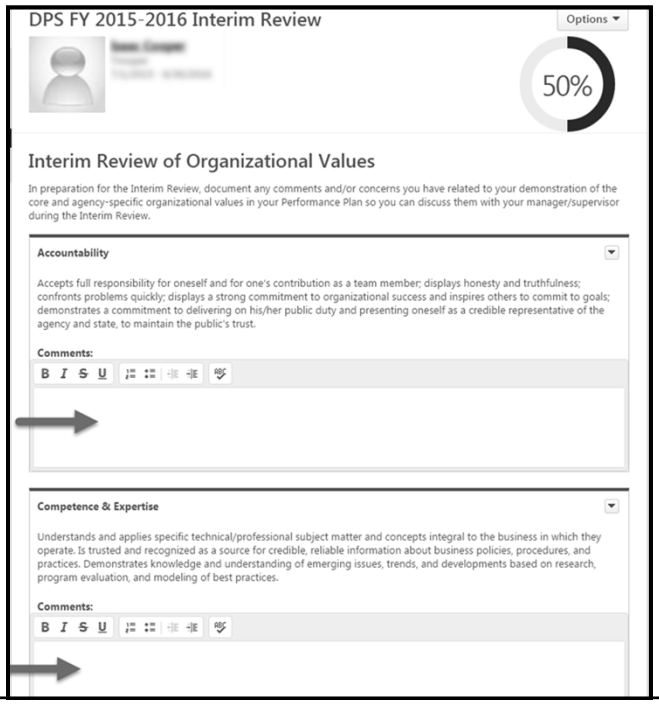
Start Date: 7/1/2015

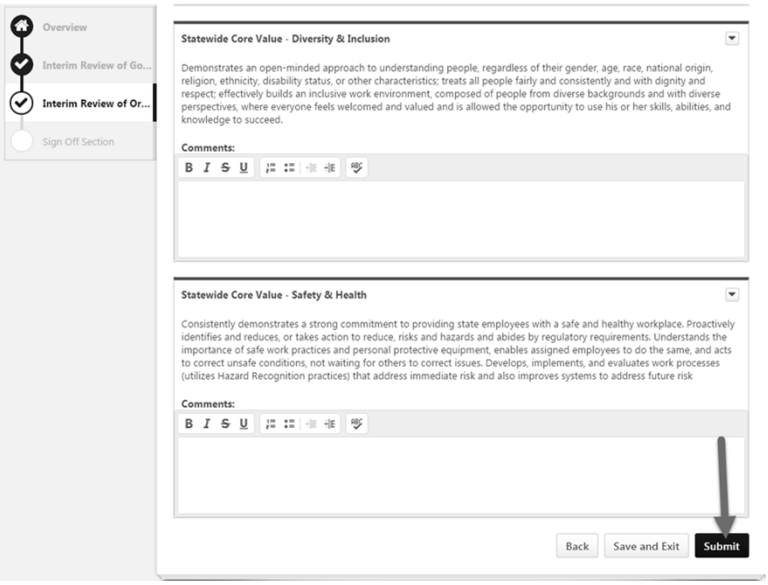
Due Date: 6/30/2016

more...

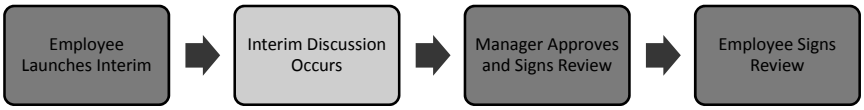
Cancel Goal

Back | Save and Exit | **Save and Continue**


DPS FY 2015-2016 Interim Review
Options
50%
Interim Review of Organizational Values
In preparation for the Interim Review, document any comments and/or concerns you have related to your demonstration of the core and agency-specific organizational values in your Performance Plan so you can discuss them with your manager/supervisor during the Interim Review.
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:
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.
Comments:

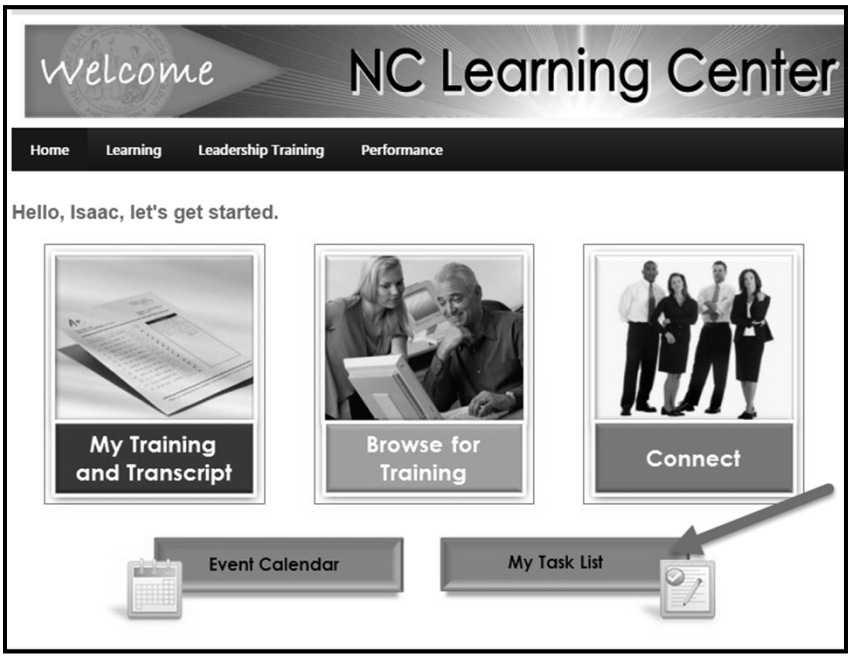

Overview
Interim Review of Go...
Interim Review of Or...
Sign Off Section
Statewide Core Value - Diversity & Inclusion
Demonstrates an open-minded approach to understanding people, regardless of their gender, age, race, national origin, religion, ethnicity, disability status, or other characteristics; 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:
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:
Back
Save and Exit
Submit

Step 2:
Manager Completes Interim

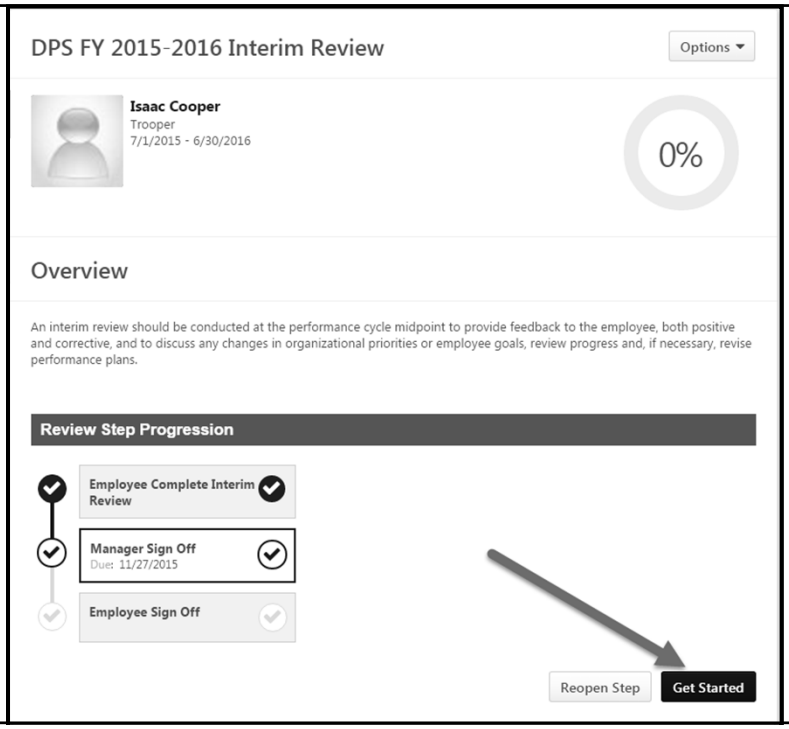


Interim Review Discussion

- Review comments and attachments that have been added in the system. *See Job Aid
- Have discussion with the employee on their performance to date


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

Scheduled Tasks
Tasks
Title:
Type:
All Types
Search
Show completed and expired tasks
Title
Description
Complete & Sign Interim Review for
FY 2015-2016 Interim Review
Complete Your Interim Review
FY 2015-2016 Interim Review


DPS FY 2015-2016 Interim Review
Options
Isaac Cooper
Trooper
7/1/2015 - 6/30/2016
0%
Overview
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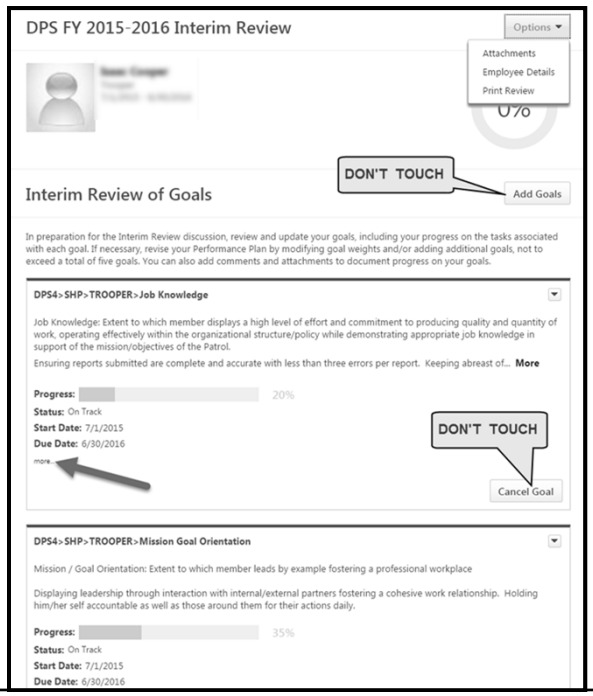
Review Step Progression
Employee Complete Interim Review
Manager Sign Off
Due: 11/27/2015
Employee Sign Off
Reopen Step
Get Started


DPS FY 2015-2016 Interim Review
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Attachments
Employee Details
Print Review
DON'T TOUCH
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Progress: 20%
Status: On Track
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Due Date: 6/30/2016
more...
DON'T TOUCH
Cancel Goal
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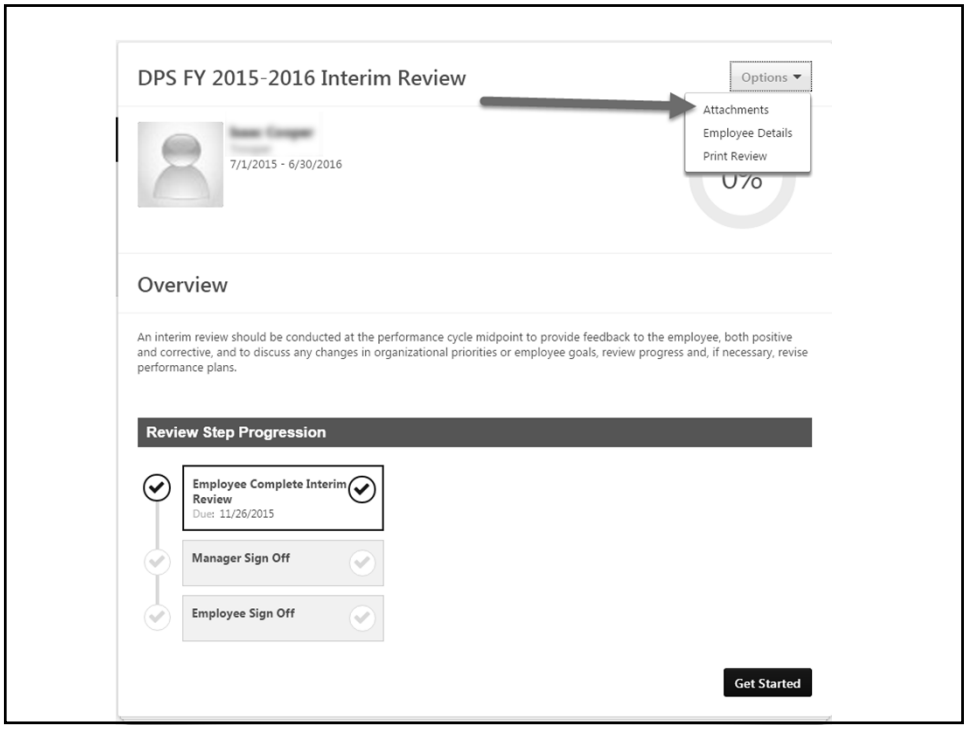
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Options
Attachments
Employee Details
Print Review
7/1/2015 - 6/30/2016
0%
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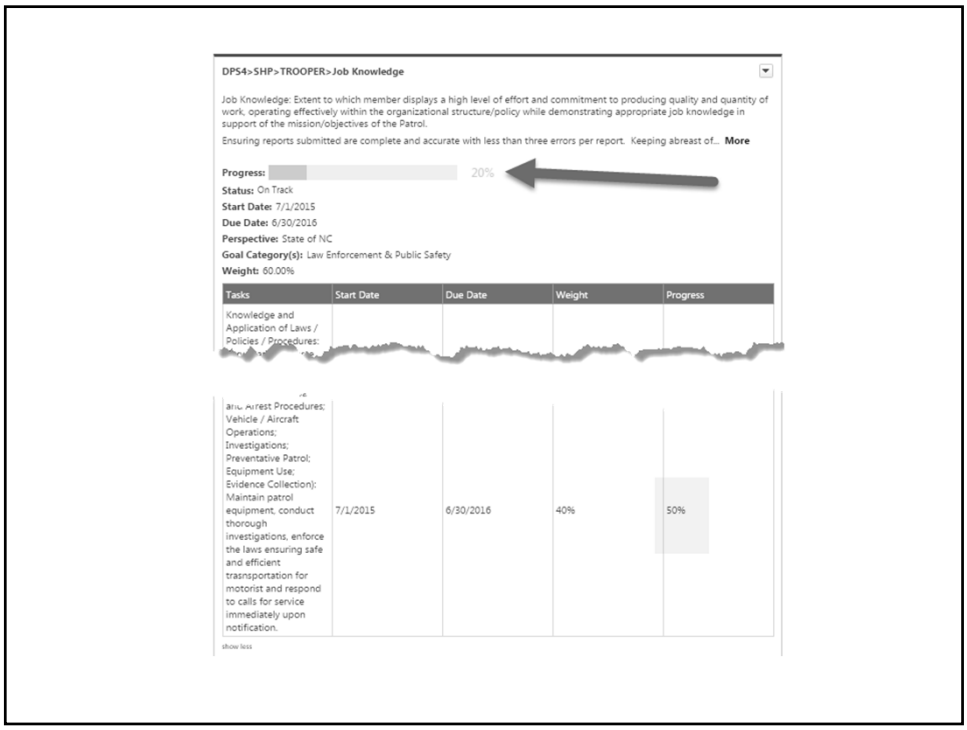
Employee Sign Off
Get Started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Weight: 60.00%
Tasks
Start Date
Due Date
Weight
Progress
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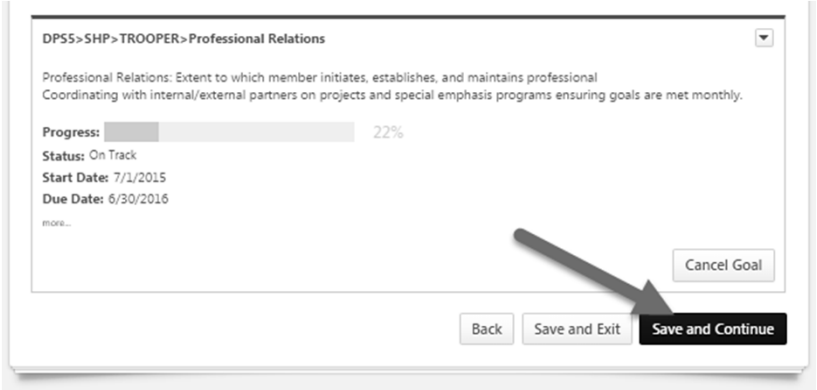
7/1/2015
6/30/2016
40%
50%
show less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22%
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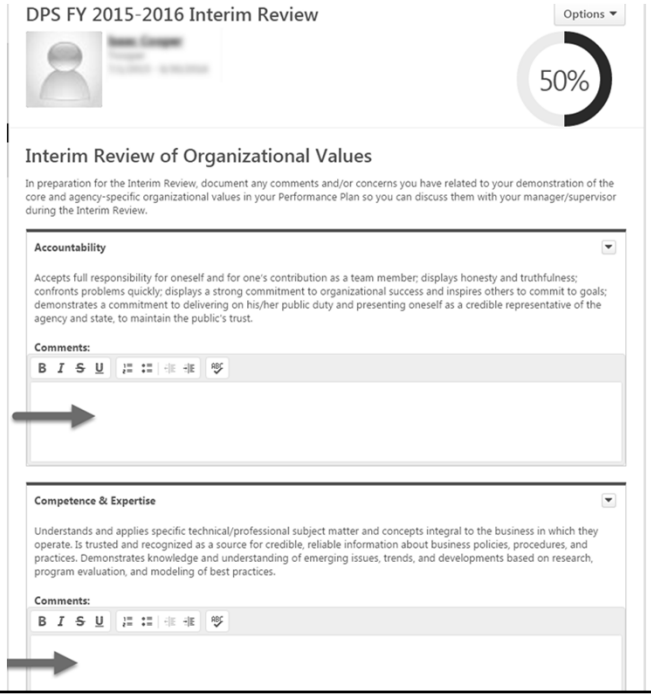
Due Date: 6/30/2016
more...
Cancel Goal
Back
Save and Exit
Save and Continue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Comments:

Statewide Core Value - Diversity & Inclusion

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Comments:

Enter feedback here

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Comments:

Enter feedback here

Back | Save and Exit | **Save and Continue**

Overview
Interim Review of Go...
Interim Review of Or...
Sign Off Section

Sign Off Section

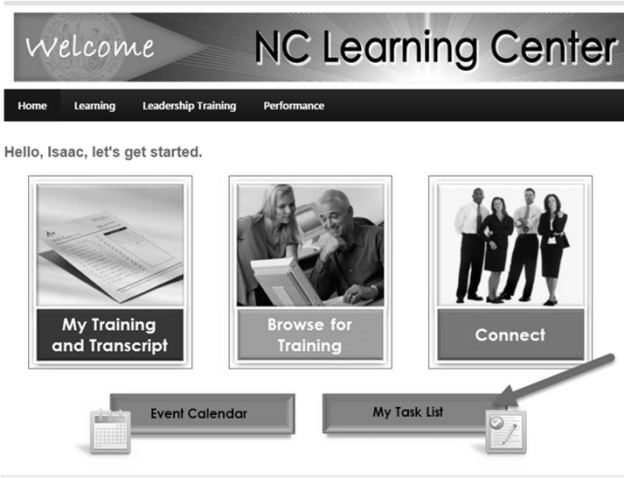
Electronic Signature Agreement:

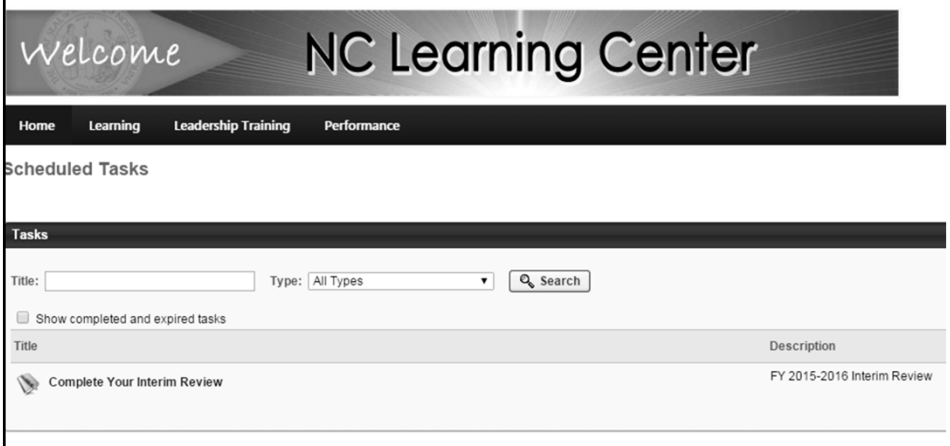
By clicking the acknowledge checkbox and the "Sign" button, you are signing this electronically, as your name appears in the BEACON system. You also agree that you have had an opportunity to review the entire document before clicking the acknowledge
checkbox and the "Sign" button. You agree your electronic 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 that the lack of such certification or third party
verification will not in any way affect the enforceability of your Electronic Signature. You agree and understand that this electronic document may be used similar to the ways in which paper documents are used.

Self
Pending Signature
Manager
2 I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.
3 Sign
1
4 Back | Save and Exit | Submit

Step 3:
Employee Final Signoff





DPS4>SHP>TROOPER>Mission Goal Orientation

Mission / Goal Orientation: Extent to which member leads by example fostering a professional workplace

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Progress: 35%
Status: On Track
Start Date: 7/1/2015
Due Date: 6/30/2016
more...

DPS5>SHP>TROOPER>Professional Relations

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Progress: 22%
Status: On Track
Start Date: 7/1/2015
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more...

Back | Save and Exit | **Save and Continue**

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Managers Comments

Justin Dodson (Manager) Review: DPS FY 2015-2016 Interim Review Time: 11/17/2015 8:57 AM
David meets expectations in all areas of Diversity and Inclusion.

Statewide Core Value - Safety & Health

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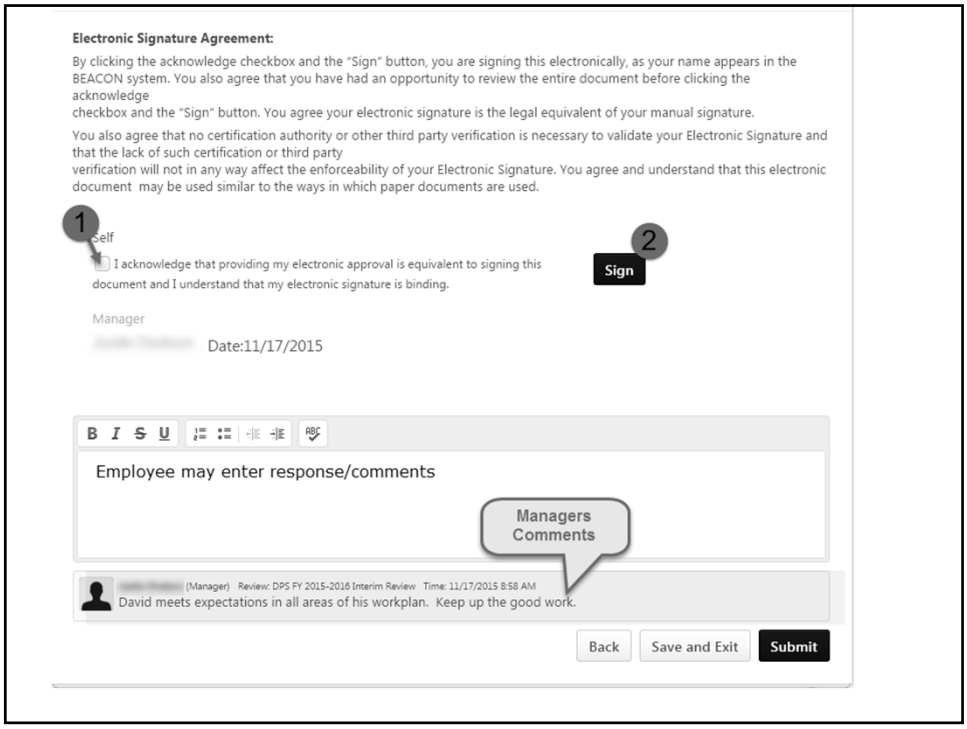
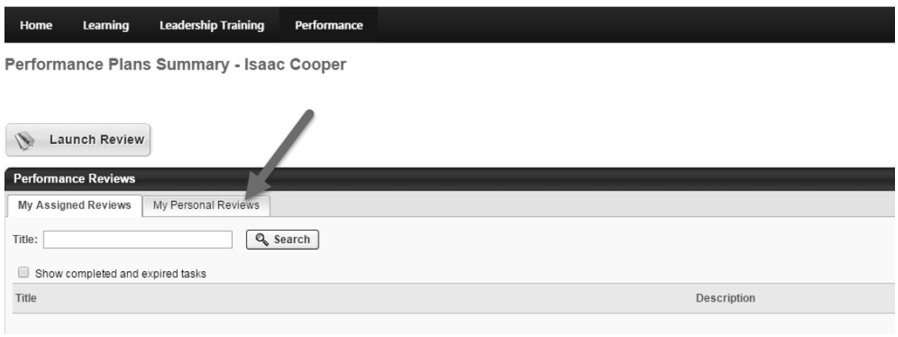
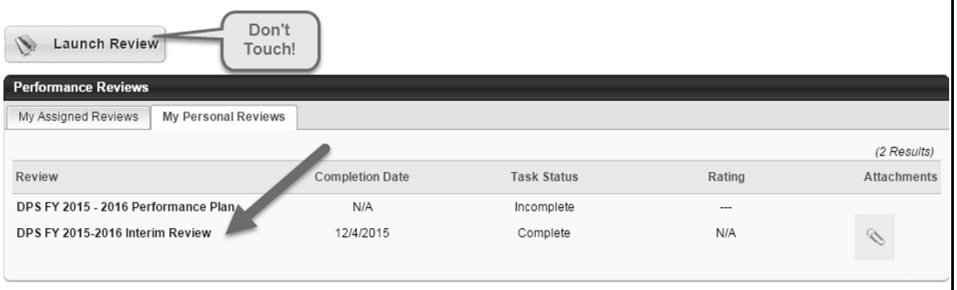
Justin Dodson (Manager) Review: DPS FY 2015-2016 Interim Review Time: 11/17/2015 8:57 AM
David meets expectations in all areas of safety and health.

Back | Save and Exit | **Save and Continue**



Where to See the Interim After Completion


Home
Learning
Leadership Training
Performance
Performance Plans Summary - Isaac Cooper
Launch Review
Performance Reviews
My Assigned Reviews
My Personal Reviews
Title:
Search
Show completed and expired tasks
Title
Description


Launch Review
Don't Touch!
Performance Reviews
My Assigned Reviews
My Personal Reviews
(2 Results)
Review
Completion Date
Task Status
Rating
Attachments
DPS FY 2015 - 2016 Performance Plan
N/A
Incomplete

DPS FY 2015-2016 Interim Review
12/4/2015
Complete
N/A

Resources

Employees > HR > Performance Management

NORTH CAROLINA
DEPARTMENT OF PUBLIC SAFETY
PREVENT. PROTECT. PREPARE.

Home | About | Citizens | Employees | Offender Search | News | Staff | Contact | Jobs

- Performance Management
- DPS NCVIP CORE Team
- DPS NCVIP Liaison
- **Job Aids**
- Login

Employees » Human Resources » Performance Management

Job Aids

	Employee Job Aids	Supervisor Job Aids
Training Requirements	Training Summary for Employees	Training Summary for Supervisors
Workplanning	Workplanning for Employees	Workplanning for Supervisors
		Goal Modification Instructions
		Report Instructions for Review Status
Managing	Adding a Comment/Attachment	Adding a Comment/Attachment
	Updating Goal Progress	Updating Goal Progress
Interim Review	2015-16 Interim Review	

?? Questions ??