

QUICK REFERENCE GUIDE

NCVIP PM Technology Training for Managers & Supervisors—
Planning



Welcome NC Learning Center

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Cyber Security training offered by ITS October National Cyber Security Awareness Month

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Welcome NC Learning Center

Home | Learning | Leadership Training | My Team

Annis Barbee Bio

Options

Bio

Annis Barbee
OSHR DO DD HR Talent Management
Human Resources Consultant

Address
116 West Jones Street
N/A
Raleigh, NC, 27603, United States

Mobile Phone
Email
Location

Team

- Jennifer McGinnis
Human Resources Consul...
- Annis Barbee
Human Resources Consultant

Connections

QUICK REFERENCE GUIDE

NCVIP PM Technology Training for Managers & Supervisors—
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FY 2014 - 2015 Performance Plan Options ▾

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

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 three goals. These goals are not an exhaustive list of all responsibilities required for continued performance in the position description. Describe how each goal will be measured, and what you will do to accomplish it. Each goal should be written as a SMART goal:

Specific: the goal should state in clear terms what should be accomplished. Use action verbs like increase, reduce, implement, or coordinate.

Measurable: the goal must be quantifiable or measurable so that you have evidence that you accomplished the goal, otherwise you will not know if you have succeeded in reaching it.

Attainable: the goal should be achievable (obtainable; able to be reached), yet still provide a stretch (i.e., challenging but not impossible to reach).

Applicable: the goal should be something that is important to achieve (applicable). It should be aligned with your department and organization's mission. Accomplishing the goal should make a difference.

Time-bound: the goal should state the time period in which it will be accomplished or completed. If a deadline is not established, it will be too vague to measure. Goals should be measurable within the current performance cycle. If a goal extends beyond the current performance cycle, break it into smaller goals that can be accomplished in one cycle.

Internal Team Support

Maintain collaborative internal partnerships, and provide support for employee development programs such as LAAL, EEOI, and medical leave.

Progress:

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

Cancel Goal

Back Save and Exit **Save and Continue**

This is the "Individual Goal Planning" screen.

Here you can review your employee's goals.

After reviewing the goals, click "Save and Continue."

QUICK REFERENCE GUIDE

NCVIP PM Technology Training for Managers & Supervisors—
Planning



FY 2014 - 2015 Performance Plan

Options ▾

Overview
Individual Goal Plan...
Organizational Core...
Summary
Sign Off Section

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

Organizational Core Values (50% of Overall)

Your Performance Plan will include organizational values. Values are behavioral attributes that are essential to the accomplishment of the agency mission and goals. In addition, values reflect core organizational beliefs that guide and influence the accomplishment of the agency mission and goals. The core organizational values are standard for all state of NC employees subject to selection 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 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 duties and presenting oneself as a credible representative of agency and state, to maintain the public's trust.

Comments:

B I S U [Rich text editor icons]

Back Save and Exit **Save and Continue**

This is the "Organizational Core Values" screen.

Here you can review and make comments on the Values your employee is expected to demonstrate.

When you have completed your review and commentary, click "Save and Continue."

FY 2014 - 2015 Performance Plan

Options ▾

Overview
Individual Goal Plan...
Organizational Core...
Summary
Sign Off Section

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

67%

Sign Off Section

When you sign this electronically, your name appears in the document and you have the opportunity to review the entire document before clicking the "Sign" button. Your electronic signature is the legal equivalent of your manual signature. Two-party verification is necessary to validate your Electronic Signature and ensure the integrity of your Electronic Signature. You agree and understand that this electronic signature process is used.

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.

Indirect Manager
Pending Signature

B I S U [Rich text editor icons]

Back Save and Exit **Submit**

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

. . . then click "Sign."

Make any comments in the box . . .

. . . and click "Submit."

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Next Level Manager Sign Off Process

From the "Home" tab, select "Universal Profile."

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Click on "Actions,"

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Annis Barbee Bio

Options

Annis Barbee Human Resourc...

Bio | Transcript | Actions | Snapshot

SHERIFF MAYBERRY

Annis Barbee OSHR DO DD HR Talent Management Human Resources Consultant

... then click "Launch" for the plan you want to review.

Jennifer McGi... Human Resourc...

Bio | Transcript | Actions | Snapshot

Show All | By Due Date

Due within the next Week

Approve Perf. Plan for Annis Barbee	Due: 2/23/2015 Status: Not Started	Launch
Approve Perf. Plan for Annis Barbee	Due: 2/23/2015 Status: Not Started	Launch
Complete '14-15' Your Perf. Plan	Due: 2/23/2015 Status: Not Started	Launch

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NCVIP PM Technology Training for Managers & Supervisors— Planning



Home Learning Leadership Training My Team

FY 2014 - 2015 Performance Plan

Options ▾

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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 values which define how the work should be accomplished.

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

Review Step Progression

- Employee Complete Performance Plan
- Manager Approve Performance Plan
- Next Level Manager Review Performance Plan**
Due : 3/3/2015
- Employee Sign Off

Reopen Step **Get Started**

FY 2014 - 2015 Performance Plan

Options ▾

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

0%

Individual Goal Planning (50% of Overall Rating)

Add Goals

Instructions for Individual Goal Planning

Using the template provided, create at least three but no more than five individual goals for the employee. These goals are not an exhaustive list of all responsibilities required for continued employment and does not duplicate information in the position description. Describe how each goal will be measured and how it will be achieved.

Each goal should be written as a SMART goal:

- Specific:** the goal should state in clear terms what should be accomplished.
- Measurable:** the goal should be quantifiable or measurable so that you have evidence that you accomplished the goal, otherwise you will not know if you have succeeded in reaching it.
- Attainable:** (obtainable; able to be reached), yet still provide a stretch (i.e., challenging but not impossible to reach).
- Applicable:** should be something that is important to achieve (applicable). It should be aligned with your department and your organization's mission and accomplishing the goal should make a difference.
- Time-bound:** should state the time period in which it will be accomplished or completed. If a deadline is not established, it will be difficult to measure. Goals should be measurable within the current performance cycle. If a goal extends beyond the current annual performance cycle, break it into smaller goals that can be accomplished in one cycle.

Internal Team Support

Maintain collaborative internal partnerships and support development programs such as LAAL.

Progress:

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

Cancel Goal

Back Save and Exit **Save and Continue**

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FY 2014 - 2015 Performance Plan Options ▾

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

Organizational Core Values (50% of Overall Rating)

Your Performance Plan will include organizational values. Values are behavioral attributes that are expected to be demonstrated by the employee in order to accomplish the agency mission and goals. In addition, values reflect core organizational beliefs that guide and motivate the employee in the accomplishment of the agency mission and goals.

The core organizational values are standard for all state of NC employees subject to this policy. The core organizational 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 truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to contribute; 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:

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

This is the "Organizational Core Values" screen.

Here you can review and make comments on the Values your employee is expected to demonstrate.

When you have completed your review and commentary, click "Save and Continue."

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 button.

Your signature is the legal equivalent of your manual signature. Two-step authentication is necessary to validate your Electronic Signature and ensure the integrity of the system. You agree and understand that this electronic signature and the system are used.

Sign

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

. . . then click "Sign."

Make any comments in the box . . .

. . . and click "Submit."

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