It is the philosophy of North Carolina government to **Value Individual Performance** and to provide an integrated performance management (PM) process which evaluates employees’ knowledge, skills, and experience to achieve organizational mission, goals, and business objectives.

**These efforts involve:**

- Facilitating effective communication between employees and managers/supervisors;
- Ensuring employees have a clear understanding of the performance expected of them and how their individual work contributes to achievement of the organizational mission;
- Ensuring employees provide, as well as receive, input regarding development of individual goals;
- Identifying and implementing opportunities for employee development and discussion of career objectives; and
- Providing policy consistency.

The **PM policy covers all permanent, probationary, trainee, and time-limited employees** and will operate on the standard state government from July 1 through June 30.

The PM process will be standardized statewide and will consist of **3 Stages**:

**Stage One: Performance Planning,**

the stage in which an employee’s annual Performance Plan will include strategically aligned critical individual goals, a description of how goals will be measured, and the level of performance required to meet expectations and values. Goals will be written at the “Meets Expectation” level.

**Stage Two: Performance Feedback,**

the stage in which managers/supervisors, throughout the performance cycle, must observe and document employee performance results and behaviors on a regular and consistent basis.

**Stage Three: Annual Performance Evaluation,**

the stage in which each employee’s individual goals and values shall be rated using the standardized rating scale consisting of three (3) levels defined as follows:

1. **Exceeds Expectations (3)** – the level of performance for which the employee consistently exceeds documented expectations and measurements.
2. **Meets Expectations (2)** – the level of performance for which an employee consistently meets and occasionally exceeds the defined job expectations and measurements, and
3. **Does Not Meet Expectations (1)** – the level of performance for which an employee’s performance is at an unacceptable level and does not meet job expectations and measurements.

A final overall rating shall be assigned and entered into the appropriate system of record. The Office of State Human Resources shall monitor, evaluate, and report to ensure agency compliance.

Visit [ncvipnc.gov](http://ncvipnc.gov) to read the policy in its entirety.