Performance Management Process

Valuing Individual Performance (VIP), the North Carolina statewide performance management (PM) process, aligns with the state of North Carolina policy on PM, which is designed to enable employees to develop and enhance individual performance, while contributing to the achievement of organizational mission, goals, and business objectives. Each agency in North Carolina government will implement the statewide policy on PM, as approved by the State Human Resources Commission.

VIP applies to all permanent, probationary, trainee, and time-limited employees as well as all exempt policymaking positions, managerial exempt positions, confidential secretary and assistant positions, and all chief deputy positions.

The standard state government performance cycle is from July 1 through June 30. During this timeframe, the Annual Performance Evaluation is to be defined, documented, completed, approved, discussed with employees, and entered into the system of record within 60 calendar days before or after the cycle end date. All career state employees are required to have an interim review at the mid-point of the performance cycle and a final performance evaluation shall be conducted annually, within 60 days of the end of the performance cycle.

In the case of an employee who is probationary, a trainee, a transfer, or is separating from the state or making a change in manager/supervisor, the policy outlines specific expectations for initiating the VIP process. The statewide policy on PM provides more detail. Visit **ncvip.nc.gov** to read the policy in its entirety.

Three Stages of the VIP Process

Stage One – Performance Planning

Initial stage of the performance cycle in which managers and employees discuss, plan, clarify expectations, and document the Annual Performance Plan, to include strategically aligned 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

Ongoing stage throughout the performance cycle in which managers/supervisors and employees have a continuous dialogue and document employee performance results and behaviors, to provide both positive and corrective feedback on a regular and consistent basis. If applicable, employee development plans or performance issues shall be discussed and addressed.

Stage Three – Annual Performance Evaluation

Final stage of the performance cycle in which each employee's individual goals and values are evaluated, discussed, and rated, using the standardized rating scale of: **Exceeds Expectations (3); Meets Expectations (2); and Does Not Meet Expectations (1)**.