

**North Carolina Office of State Personnel
Individual Work Plan and Performance Review**

Employee name:	Performance cycle: from _____ to _____
Position classification:	Supervisor name:
Position number:	Next-level manager:

Verification of Performance Discussions			
A. Planning Discussion (complete part ★ below)	1. Supervisor signature _____ Date _____	2. Next-level mgr signature _____ Date _____	3. Employee signature _____ Date _____
B. Interim Review (complete separate form)	1. Supervisor signature _____ Date _____	2. Next-level mgr signature _____ Date _____	3. Employee signature _____ Date _____
C. Confidential Final Review (complete parts marked ★★ below, then overall rating)	Overall Rating O VG G BG US <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>		
	1. Supervisor signature _____ Date _____	2. Next-level mgr signature _____ Date _____	3. Employee signature _____ Date _____

Appeal rights: Employees wishing to appeal their overall performance rating must do so in writing to the OSP human resources manager within 15 calendar days of the date the employee signs the final review, as specified in the Performance Pay Dispute Resolution Procedures.

Final rating (NC rating scale): O = Outstanding; VG = Very Good; G = Good; BG = Below Good; US = Unsatisfactory
Ratings of expectations and values: EE = Exceeds Expectations; ME = Meets Expectations; DNM = Does Not Meet Expectations

Work Plan ★		Confidential Performance Review ★★	
Part 1: Expectations – What is employee expected to achieve?	Alignment – Which OSP strategic or operational goals will be supported?	Results / Observations – Documentation required if rating other than ME	Rating
1.			EE ME DNM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2.			EE ME DNM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3.			EE ME DNM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4.			EE ME DNM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5.			EE ME DNM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Work Plan★	Confidential Performance Review★★	
Part 2: OSP Values – How is the employee expected to approach the job?	Observations – Documentation required if rating other than ME	Rating
1. Collaboration – Establishing and maintaining positive partnerships and teamwork among internal divisions, state agencies, universities and other public and private entities to better promote and deliver effective and excellent services to our clients.		EE ME DNM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2. Creativity – Continually seeking and realizing imaginative, innovative and efficient solutions to business and Human Resource Management problems, both old and new.		EE ME DNM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3. Diversity – Building 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.		EE ME DNM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4. Expertise – Being trusted and recognized as a source for credible, reliable information about Human Resource Management policies, procedures and practices. Exhibiting knowledge and understanding of emerging HR issues, trends and developments based on research, program evaluation and modeling of best practices.		EE ME DNM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5. Integrity – Being forthright and honest in our work and interactions with colleagues and clients. Honoring our word, commitments, and obligations in all interactions with each other and with clients.		EE ME DNM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6. Respect – Relating to one another and our clients by acknowledging, valuing and leveraging each other's backgrounds, experiences and ability levels.		EE ME DNM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
7. Transparency – Communicating and sharing processes, information, and expectations readily and in a professional manner both internally to OSP and externally with our clients.		EE ME DNM <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

Confidential Final Review Summary★★

Supervisor's summary comments:	Initials

Employee's comments (optional):	Initials