

This document provides direction on how to complete annual performance evaluations for EHRA non-faculty employees for the 2017-2018 performance evaluation cycle (7/1/17 – 6/30/18). The information outlined below is applicable to the standard EHRA evaluation tool and approved alternative evaluation tools used across campus.

Beginning of Performance Evaluation Cycle (Complete by July 31, 2017)*

Goals & Objectives: Supervisors will establish at least three (3) goals and objectives for the employee for the performance evaluation cycle, based on key business needs and strategic initiatives. Goals and objectives should be focused on outcomes and may be:

- **Critical-Function**, which highlight some of the most critical work needs in the employee's position description
- **Compliance-Focused**, which ensure compliance with relevant policies, procedures, regulations, and/or job requirements
- **Project-Oriented**, which may be regular or one-time work that is particularly significant during the cycle
- **Work-Unit**, which improve and/or sustain work product or related team dynamics
- **Division-Wide**, which are often tied to University strategic goals and/or initiatives
- **Forward-Focused**, which align with both the work unit's and the University's strategic goals and mission

*NC State is operating on an abbreviated performance cycle for the 2017-2018 evaluation year. As such, supervisors are expected to complete activities related to the beginning of the evaluation cycle as soon as possible.

Professional Development Activities: Supervisors are expected to discuss professional development activities with the employee and determine the appropriate activities to be established during the performance cycle. These may include activities for employee growth and/or to address performance. Some examples of professional development activities may include training programs, committee work, conference attendance and/or presentations, or other related activities that maintain, develop or broaden employee skills relevant to the employee's position, career path, or service to the University.

(Optional) During Performance Evaluation Cycle (Complete by January 31, 2018)

Interim/Mid-Year Reviews: Interim/Mid-Year Reviews are documented check-ins between supervisors and employees that occur during the performance cycle. Supervisors are encouraged to meet with the employee during the performance cycle to discuss the employee's progress on established goals, objectives and professional development activities.

End of Performance Evaluation Cycle (Complete by July 31, 2018)**

Annual Performance Evaluation: At the end of the performance cycle, supervisors will summarize the employee's performance during the entire performance cycle, including outcomes related to the employee's assigned goals, objectives and professional development activities. Supervisors shall include comments related to the employee's overall performance that serve to justify the overall rating. Employees may include comments in response to the supervisor's assessment of their performance as well as any other relevant comments regarding their performance.

**Nine-month faculty supervisors are expected to complete the annual performance evaluation process by May 16, 2018.

Assign Overall Rating: Supervisors are expected to assign employees the overall rating that best describes the employee's performance during the entire performance cycle, based on the following standard three-point rating scale:

- **Exceeding Expectations:** Routinely performs above expected performance of assigned duties and is generally considered among the highest performing employees within the work unit.
- **Meeting Expectations:** Generally performs at, and on occasions may exceed, a successful level of performance of assigned duties.
- **Not Meeting Expectations:** Often performs below an acceptable level of performance of assigned duties or has demonstrated substantial performance deficiencies in certain assigned duties.

Sign Annual Performance Evaluation: At the completion of the performance evaluation meeting, supervisors and employees sign the performance evaluation form.