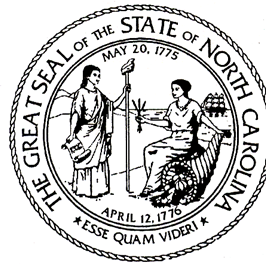


Beacon No. \_\_\_\_\_

**NORTH CAROLINA STATE GOVERNMENT**  
**DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES**  
**Performance Management Work Plan**



**PM CYCLE DATES:**

Begins: April 1  
Interim: Sept. 1 - Nov. 30  
Ends: March 31

Employee's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Position: \_\_\_\_\_

Date of Performance Planning Discussion : \_\_\_\_\_

Date of Interim Review Discussion: \_\_\_\_\_

Date of Performance Appraisal Discussion: \_\_\_\_\_

Appraisal is for period of: \_\_\_\_\_ to: \_\_\_\_\_

ANNUAL

PROBATIONARY

CHANGE OF SUPERVISORY/DUTIES

(Check One)

(Provide photocopies of signed form to Employee, Manager, and the Human Resources Management Office)

## PERFORMANCE MANAGEMENT WORK PLAN

### Key Responsibilities/Results

Key Responsibilities/ Results (List in priority order)	Results Expectations	Tracking Source/ Frequency	Actual Results/ Comments/Rating	Rating
Inspection	<p>SSOP/Sanitation program implemented according to MPIS policy. Results tracked on supervisor reviews as stated below:</p> <p><u>Outstanding</u>: &gt;95% of review items are acceptable.  <u>Very Good</u>: 90-94% of review items are acceptable.  <u>Good</u>: 85-89% of review items are acceptable.  <u>Below Good</u>: 80-84% of review items are acceptable.  <u>Unsatisfactory</u>: &lt;80% of review items are acceptable.</p>	In Plant Performance System (IPPS) twice yearly or as occurs, Raleigh office reviews as occurs, speed memos, supervisor observations, PBIS records, and Comprehensive Food Safety Assessments where applicable.		
	<p>HACCP Program implemented according to MPIS policy. Results tracked on supervisor reviews as stated below:</p> <p><u>Outstanding</u>: &gt;95% of review items are acceptable.  <u>Very Good</u>: 90-94% of review items are acceptable.  <u>Good</u>: 85-89% of review items are acceptable.  <u>Below Good</u>: 80-84% of review items are acceptable.  <u>Unsatisfactory</u>: &lt;80% of review items are acceptable.</p>	IPPS twice yearly or as occurs, Raleigh office reviews as occurs, speed memos, supervisor observation, PBIS reports, and Comprehensive Food Safety Assessments where applicable.		

We agree that the work plan has been discussed and the combined KR/R rating will constitute \_\_\_\_\_ % of the rating.

## PERFORMANCE MANAGEMENT WORK PLAN

### Key Responsibilities/Results

Key Responsibilities/ Results (List in priority order)	Results Expectations	Tracking Source/ Frequency	Actual Results/ Comments/Rating	Rating
	<p>Monitor processing procedures and sanitation standard operating procedures in accordance with MPIS policies. Results tracked on supervisor reviews as stated below:</p> <p>Outstanding: &gt;95% of review items are acceptable.                      Very Good: 90-94% of review items are acceptable.                      Good: 85-89% of review items are acceptable.                      Below Good: 80-84% of review items are acceptable.                      Unsatisfactory: &lt;80% of review items are acceptable.</p>	<p>IPPS twice yearly or as occurs, Raleigh office reviews as occurs, speed memos, supervisor observation, PBIS reports.</p>		
	<p>Performs slaughter inspection procedures in accordance with MPIS policies and regulations. Results tracked on supervisor reviews as stated below:</p> <p>Outstanding: &gt;95% of review items are acceptable.                      Very Good: 90-94% of review items are acceptable.                      Good: 85-89% of review items are acceptable.                      Below Good: 80-84% of review items are acceptable.                      Unsatisfactory: &lt;80% of review items are acceptable.</p>	<p>IPPS twice yearly or as occurs, Raleigh office reviews as occurs, speed memos, supervisor observation, PBIS reports.</p>		

We agree that the work plan has been discussed and the combined KR/R rating will constitute \_\_\_\_\_ % of the rating.

## PERFORMANCE MANAGEMENT WORK PLAN

### Key Responsibilities/Results

Key Responsibilities/ Results (List in priority order)	Results Expectations	Tracking Source/ Frequency	Actual Results/ Comments/Rating	Rating
Sampling	<p>Microbiological, economic and residue sampling programs implemented and monitored in accordance with MPIS policies. Results tracked on supervisor reviews as stated below:</p> <p>Outstanding: &gt;95% of review items are acceptable.                      Very Good: 90-94% of review items are acceptable.                      Good: 85-89% of review items are acceptable.                      Below Good: 80-84% of review items are acceptable.                      Unsatisfactory: &lt;80% of review items are acceptable.</p>	<p>IPPS twice yearly or as occurs, Raleigh office reviews as occurs, speed memos, supervisor observation, PBIS reports, feedback from labs..</p>		
Administration	<p>Complete and submit reports, maintain pertinent files in accordance with MPIS policies. Results tracked on supervisor reviews as stated below:</p> <p>Outstanding: &gt;95% of review items are acceptable.                      Very Good: 90-94% of review items are acceptable.                      Good: 85-89% of review items are acceptable.                      Below Good: 80-84% of review items are acceptable.                      Unsatisfactory: &lt;80% of review items are acceptable.</p>	<p>IPPS twice yearly or as occurs, Raleigh office reviews as occurs, speed memos, supervisor observation, feedback from Raleigh office.</p>		

We agree that the work plan has been discussed and the combined KR/R rating will constitute \_\_\_\_\_ % of the rating.

## PERFORMANCE MANAGEMENT WORK PLAN

### Key Responsibilities/Results

Key Responsibilities/ Results (List in priority order)	Results Expectations	Tracking Source/ Frequency	Actual Results/ Comments/Rating	Rating
Safety	<p>Safety program being implemented according to MPIS policy. Results tracked on supervisor reviews as stated below:</p> <p>Outstanding: &gt;95% of review items are acceptable.                      Very Good: 90-94% of review items are acceptable.                      Good: 85-89% of review items are acceptable.                      Below Good: 80-84% of review items are acceptable.                      Unsatisfactory: &lt;80% of review items are acceptable.</p>	<p>IPPS twice yearly or as occurs, Raleigh office reviews as occurs, speed memos, Supervisor observation, feedback from OSHA..</p>		

We agree that the work plan has been discussed and the combined KR/R rating will constitute \_\_\_\_\_ % of the rating.

## PERFORMANCE MANAGEMENT WORK PLAN

### Dimensions

Dimensions/ Behaviors (List in priority order)	Behavioral Expectations	Tracking Source/ Frequency	Actual Behaviors/ Comments	Rating
Initiative	<p>Outstanding - Works without supervision to achieve agency goals.</p> <p>Good - Works with supervision to achieve agency goals.</p> <p>Unsatisfactory - Fails to take action as requested to achieve agency goals.</p>	Supervisor observation, feedback from Raleigh office..		
Practical Learning	<p>Outstanding - Takes advantage of available resources and demonstrates the ability to comprehend and apply knowledge obtained.</p> <p>Good - Reads, understands, and applies MPIS documented regulations and policies.</p> <p>Unsatisfactory - Fails to read, understand, and apply MPIS documents, regulations and policies.</p>	Supervisor observation, feedback from Raleigh office, feedback from trainers.		

We agree that the work plan has been discussed and the combined Dimensions rating will constitute \_\_\_\_\_ % of the rating.

## PERFORMANCE MANAGEMENT WORK PLAN

### Dimensions

Dimensions/ Behaviors (List in priority order)	Behavioral Expectations	Tracking Source/ Frequency	Actual Behaviors/ Comments	Rating
Judgement	<p>Outstanding - Utilizes all available information and resources to insure correct decision-making.</p> <p>Good - Assesses conditions and renders valid decisions.</p> <p>Unsatisfactory - Renders poor decisions or fails to get adequate information before making decisions.</p>	Supervisor observation, feedback from Raleigh office, feedback from other interested parties.		
Personal Impact	<p>Outstanding - Increases creditability because of how he/she speaks, dresses and conducts one's self.</p> <p>Good - Meets agency standards in dress and personal conduct.</p> <p>Unsatisfactory - Presents the agency in a poor light with improper conduct or dress.</p>	Supervisor observation, feedback from Raleigh office, feedback from other interested parties.		

We agree that the work plan has been discussed and the combined Dimensions rating will constitute \_\_\_\_\_ % of the rating.

**REVIEW**

**WORK PLAN:**

Employee's /Signature

Date

Supervisor's Signature

Date

Manager's Signature

Date

# Overall Performance Summary

**Interim Review:**

Employee's Signature:	Date:	Supervisor's Signature:	Date:	Manager's Signature:	Date:
--------------------------	-------	----------------------------	-------	-------------------------	-------

**Please summarize employee's overall job performance based on information for each expectation.**

**The Letter Which Represents Overall Summary Rating:**

<b>Supervisor's Comments:</b>	<b>Employee's Comments:</b>
-------------------------------	-----------------------------

Employee's Signature: (does not mean that you agree but that your performance has been reviewed with you)	Supervisor's Signature:	Manager's Signature:
Date:	Date:	Date:

**APPEAL RIGHTS:** Any current or former career State employee may appeal an annual overall summary rating of less than "Good" by filing an appeal complaint on the North Carolina Department of Agriculture and Consumer Services (NCDA&CS) Grievance Filing form, which must be received by NCDA&CS Division of Human Resources within **15 calendar days** from the date the employee receives his/her copy of the work plan and overall summary rating. Copies of the NC Office of State Human Resource Grievance Policy and the NCDA&CS Grievance Procedure are available on the Department's Intranet and from the Division of Human Resources.



**DEVELOPMENT PLAN**

Development planning is a way of analyzing an employee's strengths and weaknesses to determine actions which can maintain or improve job performance and areas needing additional job training and education. After completing the overall summary rating and discussing the results with the employee, indicate the knowledge, skills, and/or abilities needing development or strengthening. Then indicate the appropriate training and/or education that should improve the performance. The supervisor and employee should list their responsibilities to make sure that the plan is completed before the next appraisal occurs. This document should also include any specific improvement plans or activities identified during the interim review.

A. Knowledge, Skills and Abilities:

B. Training and Education:

Supervisor's Responsibilities:

Employee's Responsibilities:

Supervisor's Initials: \_\_\_\_\_

Date: \_\_\_\_\_

Employee's Initials: \_\_\_\_\_

Date: \_\_\_\_\_

## DIRECTIONS

### Beginning of Work Cycle:

1. Complete cover page.
2. Identify and list each Key Responsibility in priority order in the column provided. Write Results Expectations at the "Good Performance" level for each Key Responsibility.
3. Identify and list each Dimension in priority order in the column provided. Write Behavioral Expectations at the "Good Performance" level for each Dimension.
4. List Tracking Source/Frequency for each Results and Behavioral Expectation.
5. Obtain the employee's, supervisor's and manager's signatures in the Review of Work Plan section. Provide employee with a copy and file.

### Interim Work Cycle:

1. Compile and review performance information collected to date for each Key Responsibility and Results Expectation and each Dimension and Behavioral Expectation.
2. Determine if performance is at the "Good Performance" level based on actual data. A formal rating is not required.
3. Summarize and record the employee's overall job performance to date for the Key Responsibilities and Dimensions outlined in the work plan in the Interim Summary section.
4. Develop a performance improvement plan for any Key Responsibility or Dimension in which performance is currently below the "Good Performance" level. Record plan in the Development or Performance Improvement Plan section.
5. Obtain the employee's and supervisor's signature and date below the Interim Summary section.
6. Provide employee with a copy of the work plan and file the work plan.

### End of Work Cycle:

1. Review and discuss performance information collected throughout the full work cycle for each Key Responsibility and Results Expectation and Dimensions and Behavioral Expectation and record the results and behaviors in the Actual Performance sections.
2. Determine and circle the appropriate performance rating for each Key Responsibility and Dimension.
3. Transfer the ratings for each Key Responsibility and Dimension to the Overall Summary Rating section.
4. Combine the individual Key Responsibility ratings into a single rating and record the rating in the Combined KR Rating space in the Overall Summary Rating section. If 50% or more of the ratings are at the same level, the combined rating is most likely to be that level. In obtaining this rating, consider the priority order of the Key Responsibilities.
5. Combine the individual Dimension ratings into a single rating and record the rating in the Combined Dimension Rating space in the Overall Summary Rating section. If 50% or more of the ratings are at the same level, the combined rating is most likely to be that level. In obtaining this rating, consider the priority order of the Dimensions.
6. Determine the Overall Summary Rating by combining the Combined KR and Combined Dimension Ratings. The Combined KR Rating and Combined Dimension Rating are considered equal. Make a supervisory judgment to determine the Overall Summary Rating. Select the level of performance which best represents the employee's performance throughout the entire performance management cycle. Check rating in the Overall Summary Rating section.
7. Write summary of employee's performance in the Performance Appraisal Summary section which supports the Overall Summary Rating.
8. Write a Development or Performance Improvement Plan to identify growth opportunities and/or to improve any Key Responsibilities and Dimensions rated below the "Good Performance" level.
9. Provide employee opportunity to write comments in the Employee Comments section. The supervisor may write additional comments in the Supervisor Comments section.
10. Obtain the employee's, supervisor's and manager's signatures and date in the Signatures section.
11. Provide the employee with a copy of his/her final performance appraisal.
12. File the employee's performance appraisal in the location specified by department/division policy.

**\*\*Any employee, including Probationary employees, who have worked a minimum of 3 months in the work cycle, must receive an overall rating. Except for employees who are retiring.\*\***

## NC Rating Scale

### Outstanding Performance(O)

Performance is far above the defined job expectations. The employee consistently does outstanding work, regularly going far beyond what is expected of employees in this job. Performance that exceeds expectations is due to the effort and skills of the employee. Any performance not consistently exceeding expectations is minor or due to events not under the control of the employee.

### Very Good Performance (VG)

Performance meets the defined job expectations and in many instances, exceeds job expectations. The employee generally is doing a very good job. Performance that exceeds expectations is due to the effort and skills of the employee.

### Good Performance(G)

Performance meets the defined job expectations. The employee generally performs according to the expectations doing a good job. The employee is doing the job at the level expected for employees in this position. The good performance is due to the employee's own effort and skills.

### Below Good Performance(BG)

Performance may meet some of the job expectations but does not fully meet the remainder. The employee generally is doing the job at a minimal level, and improvement is needed to fully meet the expectations. Performance is less than a good job. Lapses in performance are due to the employee's lack of effort or skills.

### Unsatisfactory Performance (U)

Performance generally fails to meet the defined expectations or requires frequent, close supervision and/or the redoing of work. The employee is not doing the job at the level expected for employees in this position. Unsuccessful job performance is due to the employee's own lack of effort or skills.