

<b>ANNUAL PERFORMANCE EVALUATION CYCLE</b> (Dates From/To):			to	
<b>Dept. Name:</b>		<b>Employee Name:</b>		
<b>Supervisor Name:</b>		<b>Employee ID:</b>		
<b>Supervisor Title:</b>		<b>Employee Title:</b>		

**UNIVERSITY OF NORTH CAROLINA STRATEGIC PLAN**

NC State is committed to supporting the University of North Carolina’s system-wide strategic initiatives, as outlined below:

- **Access:** The UNC system must continue its proud heritage of access and student diversity.
- **Affordability & Efficiency:** Ensure a UNC education is within the financial means of all in the state.
- **Student Success:** Increase degree attainment and ensure value and relevance for students.
- **Economic Impact & Community Engagement:** Deepening partnerships that strengthen local communities and the state’s economy.
- **Excellent & Diverse Institutions:** Help institutions achieve excellence within individual missions.

For more information about the UNC Strategic Plan, please visit <https://www.northcarolina.edu/strategic-planning>.

**NC STATE UNIVERSITY STRATEGIC PLAN: THE PATHWAY TO THE FUTURE**

NC State University’s strategic plan sets five bold goals: boosting student success, funding faculty and infrastructure, spurring interdisciplinary work, imbuing a commitment to excellence and pursuing local and global partnerships. For more information about the NC State Strategic Plan, please visit: <https://strategicplan.ncsu.edu/about/>.

**GOALS AND OBJECTIVES**

At the beginning of the performance cycle, the supervisor sets at least three (3) goals and objectives for the year based on key business needs and strategic initiatives.

<b>GOAL:</b>	
<b>Description:</b>	

<b>GOAL:</b>	
<b>Description:</b>	

<b>GOAL:</b>	
<b>Description:</b>	

<b>GOAL:</b>	
<b>Description:</b>	

<b>GOAL:</b>	
<b>Description:</b>	

**PROFESSIONAL DEVELOPMENT PLANS**

At the beginning of the performance cycle, the supervisor should discuss training and professional development opportunities with the employee and list any planned activities below. Supervisors should include resources that will be provided to the employee and indicate deadlines as needed. Progress under the talent development plan should be discussed periodically with the employee.

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**DIVERSITY, EQUITY AND INCLUSION LEARNING PLAN**

Per Chancellor Woodson's June 4, 2020 message entitled, "Diversity and Inclusion: Recognizing our Shortcomings, Working to Improve", NC State requires all employees to complete at least one diversity, equity and inclusion (DEI) course per year. In addition, the University recommends that each employee have at least one additional individual DEI learning and development goal each performance cycle. The supervisor determines with the employee the appropriate learning and development goal(s) for the cycle. The supervisor is expected to ensure the mandatory one (1) DEI class requirement is met, and can also work with the employee to set additional learning and development goals. Progress under the DEI development plan should be discussed periodically with the employee. Please refer to the [OIED website](#), or [LinkedIn Learning](#) for information and resources.

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**ANNUAL PERFORMANCE EVALUATION**

At the end of the performance cycle, the supervisor conducts an annual review with the employee in order to assess the employee's performance on established goals and objectives, as well as other expectations communicated during the cycle.

<b>Date of Review:</b>	
<b>Supervisor Comments:</b>	

<b>Employee Comments:</b>	
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**OVERALL RATING**

As part of the annual evaluation, supervisors select the rating that best describes the employee’s overall performance during the entire performance cycle, as defined below.

- **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.

<b>EXCEEDING EXPECTATIONS</b>		<b>MEETING EXPECTATIONS</b>		<b>NOT MEETING EXPECTATIONS</b>	
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**SIGNATURES FOR ANNUAL PERFORMANCE EVALUATION**

<b>Supervisor:</b>		<b>Date:</b>	
<b>Employee:</b>		<b>Date:</b>	