

To: Deans, Directors and Department Heads
From: Marc Okner, Director, Employee Relations
Date: November 11, 2009
Re: SPA Employee Interim Performance Appraisals

University regulations (Reg 5.50.4) stipulate that supervisors must conduct an interim performance appraisal with each eligible SPA employee at least once during the annual performance cycle. Interim appraisals typically are conducted in the November through early January timeframe. The appraisals should include:

- An informal, private meeting to review the employee's performance in regards to their job responsibilities, competencies, expectations, and goals.
- Documenting performance strengths, as well as any issues or opportunities for improvement, and the corrective strategies needed to resolve any concerns -- on the employee's work plan.
- An interactive verbal discussion of your employee's progress toward an overall performance rating at this mid-point. (Note: Do not enter a rating on the interim Work Plan.)
- Revision of Key Responsibilities, Competencies & Competency levels for career-banded positions as necessary.

Additionally, both the employee and supervisor must sign and date the employee's work plan form, acknowledging that an interim meeting took place and that the employee has been provided a copy of the form.

Please remind all supervisors of SPA employees of their responsibilities and ensure that their employees receive an interim appraisal by early January 2010.

For more information regarding the SPA Performance Appraisal Program, please refer to Administrative Regulation 05.50.4 on the Policies, Regulations, and Rules (PRR's) web page at:

http://www.ncsu.edu/policies/employment/performance_mngt_review/REG05.50.4.php

If you have any questions or need assistance, please contact Dan O'Brien, Employee Relations Consultant, by phone at (919) 513-0700 or email dan_obrien@ncsu.edu.

In addition, you may reach any member of the Employee Relations staff at (919) 515-6575.

cc: University Business Officers
Personnel Representatives (via Personnel Connections e-mail)