

SHRA Performance Management Cycle Reference Guide

Performance Cycle: July 1st 2020-March 31st, 2021

New Employees- Probationary or Time-Limited:

A Performance Plan must be completed within their first 30 days of employment.

Probationary or Time limited Off Cycle Reviews are due on the following dates:

January 31st, April 30th, July 31st, and October 31st

***Example:** A probationary employee starts on April 10th, 2020. A signed copy of their Performance plan for the 2020-2021 cycle is due to COS HR on May 10th, 2020. Please see the chart below for details on when the probationary employee will need off-cycle reviews and an annual appraisal. A signed copy of the off-cycle review needs to be scanned to cos_humanresources@ncsu.edu. To access our off-cycle review form, click [here](#).*

Month, Year	Probationary Off-Cycle Review Needed	Annual Appraisal Needed
January 2020	N/A	N/A
April 2020	N/A	N/A
July 2020	Yes	N/A
October 2020	Yes	N/A
January 2021	Yes	N/A
April 2021	No	Yes

Interim Reviews: (If Applicable) October 31st

Supervisors **must** hold interim reviews with employees who received any rating of “Not Meeting Expectations” on their last annual performance appraisal or employees who have active disciplinary action. Brief written comments are required on interim reviews, but ratings are not.

Annual Performance Appraisals

The 2020-2021 Performance Management Cycle ends March 31st, 2021 (Supervisors should begin meeting with their employees in April 2021).

Existing Permanent Employees who have been employed with the state for 12 consecutive months and have surpassed their probationary period will require an annual appraisal.

April 30th, 2021: All fully signed annual appraisals for the 2020-2021 cycle are due to COS HR and must be scanned to cos_humanresources@ncsu.edu.

May 31st 2021: Performance Plans for permanent employees for the 2021-2022 performance cycle are due. *COS HR recommends that supervisors complete a performance plan for the 2021-2022 cycle during the same meeting in which they have their 2020-2021 annual appraisal. The fully signed performance plan must be scanned to COS HR at cos_humanresources@ncsu.edu.*

Performance Management Policies do not apply to temporary or student employees

Last Updated 09/15/2020