

SHRA Performance Management Cycle Reference Guide

Performance Cycle: April 1, 2022 - March 31, 2023

Performance Management Activity	Sciences Timeline / Due Date
Performance Cycle Begins	April 1, 2022
Supervisors Meet with Employees (Performance Plans)	April – May 2022
Performance Plans for the 2022-2023 performance cycle due	May 31, 2022
<i>Optional Quarterly Appraisals Due encouraged quarterly for probationary/time-limited employees during the first 12 months of employment</i>	July 31, 2022
Interim Performance Reviews Due (for eligible employees*)	November 30, 2022
<i>Optional Quarterly Appraisals Due encouraged quarterly for probationary/time-limited employees during the first 12 months of employment</i>	November 30, 2022
Performance Appraisal Cycle Ends	March 31, 2023
Supervisors Meet with Employees**	April 2023
Fully signed 2021-2022 appraisals*** due to COS HR	April 28, 2023
Performance Plans for the 2023-2024 performance cycle due	May 31, 2023

***Eligible Employees for Interim Performance Reviews:**

Brief written comments are required on [interim reviews](#), but ratings are not.

- Probationary employees (encouraged but not required)
- Employee received any rating of “Not Meeting Expectations” on last annual appraisal
- Employee with active disciplinary action
- Supervisor chooses to conduct review
- Employees request an off-cycle review

New Employees, including Probationary or Time-Limited:

- A Performance Plan must be completed within their first 60 days of employment.

Example: A probationary employee starts on April 10th, 2022. A signed copy of their Performance plan for the 2022-2023 cycle is due to COS HR on June 10th, 2022. A signed copy of the off-cycle review needs to be scanned to cos_humanresources@ncsu.edu. To access the off-cycle review form, click [HERE](#).

- 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.

Schedule your discussions in advance: COS HR recommends that supervisors complete a performance plan for the 2023-2024 cycle during the same meeting in which they have their 2022-2023 annual appraisal. ****These meetings should occur in April 2023 to meet COS deadlines.**

*****An appraisal is required if an employee worked during at least 6 months of the appraisal cycle, i.e a new employee who started October 1, or an existing employee who was on FML during the year.**

Fully signed performance documents must be scanned to COS HR at cos_humanresources@ncsu.edu.

See here for University FAQs: <https://er.hr.ncsu.edu/performance-management/performance-management-shra/>

Performance Management Policies do not apply to temporary or student employees

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