

**25 NCAC 010 .0111      DOCUMENTATION OF PERFORMANCE**

(a) The Office of State Human Resources shall provide a standard annual performance evaluation template, performance planning template, interim review template, individual development plan template, documented coaching session template, and Performance Improvement Plan template to be utilized by all agencies, universities and individuals covered by this Subchapter.

(b) The State Human Resources Director shall publish and communicate the standardized templates a minimum of 90 calendar days prior to the start of the performance cycle. These templates shall be available in the performance management system through an employee's online portal.

*History Note:*      *Authority G.S. 126-4;*  
                             *Eff. April 1, 2016.*