

25 NCAC 010 .0209 PERFORMANCE FEEDBACK

(a) Throughout the performance cycle, the manager or supervisor shall document and validate, based on observation or feedback from others, employee performance results and behaviors. In addition, the manager or supervisor shall provide feedback to the employee, both positive and corrective, when appropriate. Both the manager or supervisor and employee shall document activities and accomplishments related to goals and behaviors during the performance cycle.

(b) A manager or supervisor shall conduct a minimum of three formal performance discussions annually for an employee and timed accordingly as follows:

- (1) the initial planning discussion, at the beginning of the performance cycle;
- (2) an interim review at the performance cycle midpoint; and
- (3) the annual performance evaluation, at the end of the performance cycle.

The formal discussions shall provide a manager or supervisor and the employee with an opportunity to discuss any changes in organizational priorities or employee development goals, review progress, and if necessary, revise performance plans, initiate individual development plans, or address performance problems and identify steps the employee shall take to improve or adjust priorities through the remainder of the performance cycle. Additional formal and informal discussions shall also be conducted as needed throughout the performance cycle to adjust cycle goals, document progression, or address a change in business requirements.

(c) All formal coaching sessions, formal counseling sessions, and formal performance discussions shall be documented.

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