NC Department of Public Safety
NCVIP Performance Appraisal Summary/Rating
for Closeout Form Directions

Type of HR/Process Actions Applicable:

The performance plan closeout process shall be used during the NCVIP Performance cycle (planning, interim, and final) when an employee's status changes due to a **promotion, demotion, lateral transfer, reallocation, substantial change in duties, or a separation from DPS to work for another State agency/university** unless the Interim Review or the Annual Evaluation is due and has been assigned. The form also allows for a summary of performance for employees on Leave of Absence (LOA) during the appraisal period.
This form shall be completed upon notice of a change within 14 calendar days of the effective date.

NOTE: This form is not required for separations due to disability, Workers' Compensation, or death.

When completing the form, follow the routing directions: (1) Upload form into NCVIP as an attachment to the employee's performance plan; (2) Send hard copy to new supervisor, when known/applicable; and (3) Maintain hard copy in employee's personnel file for future reference.

After the performance plan is closed, a new plan shall be deployed in accordance with the NCVIP policy.

Section One: Provide the requested employee information
Section Two: Select the reason for using the form.
Section Three: Provide written documentation regarding the employee's progress for each goal progress for the values during the evaluation period if unable to do so in the NCVIP system due to loss of access to the employee's record, including a proposed performance rating for each goal.
Section Four: Complete if providing a rating for an Interim Review or Annual Performance Evaluation and unable to do so in the NCVIP system due to loss of access to the employee's record.
(a) Indicate the Performance Rating if applicable: Does Not Meet Expectations, Meets Expectations or Exceeds Expectations
(b) Indicate if there was insufficient time to rate the employee.
(c) Indicate if the employee is on a Leave of Absence (LOA) and not rated.
NOTE: The system code for b and c is "N/A". Insufficient time to rate the employee and Leave of Absence are the only reasons that the N/A selection would be selected.
Section Five: The supervisor and the employee may provide additional comments.

Instructions for creating a digital ID:
- Click in the "Manager Signature" line
- Select "A new digital ID I want to create now", click "Next"
- Click "New PKSC#12 digital ID file", click "Next"
- Fill out the identity information, click "Next"
- Select a location to save the signature on your computer, create a password, click "Finish"