



One Stop Shop

XPM User Guide

For N.C. A&T Agents

Accessing the XPM System

1. Go to the One Stop Shop (OSS) landing page <https://oss.ces.ncsu.edu>

One Stop Shop

Home Career Ladder Title Promotion XPD **XPM**

ERS Feedback

Timeline

JUNE

- June 16 - CEDs complete XPM Evaluations
- June 30 - CEDs complete XPM Evaluations

JULY

- July 5 - 2021-2022 XPM Evaluations are open for editing.

AUGUST

No timeline items for August.

Show all >

Extension Applications

ERS	XLMS	
Active Campaign	Intranet	Digital Signage
XEMP	Find Your Experts	Extension Staff Directory

2. Click on the **XPM Application Link**

Create an Annual Evaluation Plan

Click on the **Create Evaluations** button to begin.

Home Career Ladder Title Promotion XPD **XPM**

Evaluations

- Institutional Goals
- Performance Goals
- Programs

Extension Performance Management

My Performance Evaluation: 2021-2022

Create Your 2021 XPM Evaluations

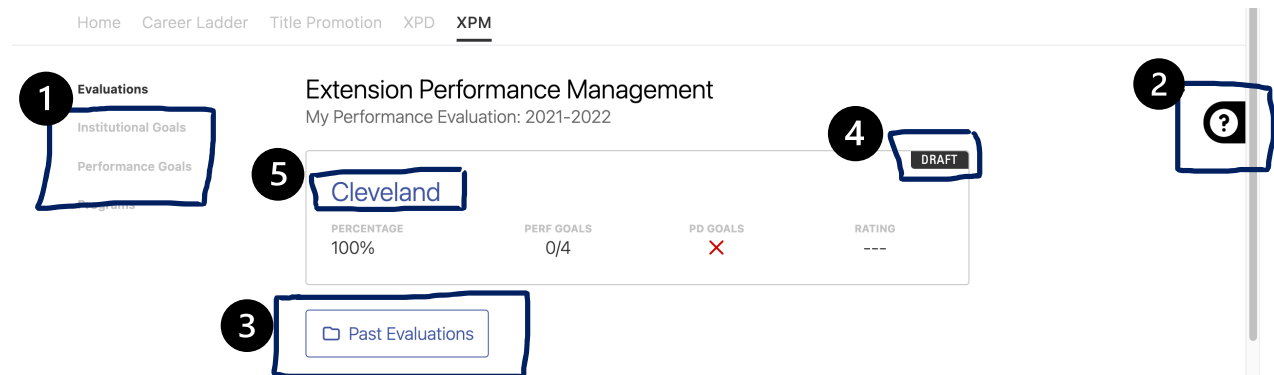
Matching Performance Goals and Professional Development Plans from last year will be included automatically.

Granville (50%) **Johnson (50%)**

Create Evaluations

Past Evaluations

Tour of the XPM Home Page



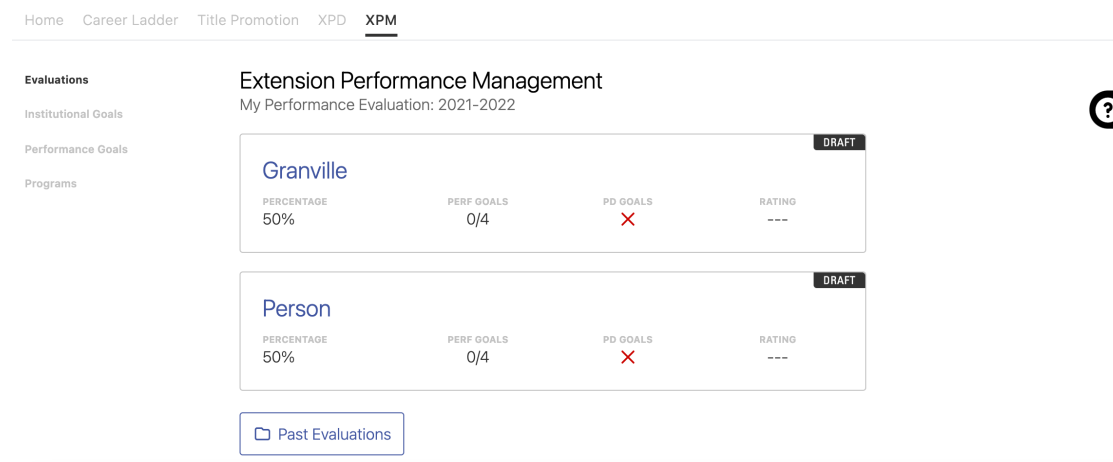
1 - Select from the list of options to see a list of the current year **Institutional and Performance Goals** and their descriptions

2 - Select the **HELP question mark** to open the XPM website and find answers to questions about the XPM process

3 - Select the **Past Evaluations** button to view prior year performance evaluations

4 - View the **status** of your current year evaluation

5 - Single-county Agents click on your county name to **open** your current year performance management document, Multi-county Agents click on the name of one of the counties to open the first plan then repeat process for your second county



Entering the Annual Performance Management Plan in XPM

1. The **Institutional Goals** established by N.C. A&T for all University employees are displayed first. Discuss with your supervisor how these expectations apply to your specific position.

INSTITUTIONAL GOALS

Review the institutional goals with the employee and discuss them in relationship to the duties and expectations of the position. Provide additional clarification of specific expectations, as needed.

▼ NC A&T State University Institutional Goals


a. **Expertise:** Produces work that is accurate, thorough, and demonstrates sufficient analysis and decision-making to meet the requirements of the employee's position and profession. Makes efficient and appropriate use of materials and documents work appropriately. Looks for ways to improve efficiency or quality. Maintains technical skills and relevant professional.



b. **Accountability:** Completes required volume of work by established deadlines and stays productive throughout workday. Generally completes work with few reminders and/or infrequent oversight. Takes sufficient/appropriate measures to plan and organize work, prioritize tasks, and set realistic goals. Seeks needed information to complete work and timely communicates status with relevant parties.

c. **Customer-Oriented:** Listens to determine the most effective way to address customer needs and concerns. Shows a solid understanding of customer needs, seeks out customer input to better understand needs, and develops ideas to meet those needs. Follows through on commitments, despite time pressures or obstacles, and maintains relevant communication with customers until job is completed. Maintains a professional and respectful

Evaluation Details

Status
Draft

Performance Goals 
0/1 defined

PD Activities 
 not defined

Along the right column the status of your plan and document history is displayed.

- The **Performance Goals** established by Extension are displayed next. Work with your supervisor to develop measurable individual strategies for the upcoming year in support of the performance goals. Click the **Edit** button to enter draft strategies for each of the 4 goals. When you click the Edit button a text box will open for you to enter the strategies. **Save** the strategies and move on to the next goal.

GOALS AND OBJECTIVES

Review the broadly defined Extension goals and descriptions with the employee that are based on statewide and local needs, priorities, and strategic initiatives. Develop individual strategies for accomplishing each goal.

Goal: **Marketing:** Utilize effective marketing strategies to build awareness of Extension's educational programs and events, grow Extension's brand recognition and public image, and communicate the value and impact of Extension programs.

Description: Use appropriately branded marketing and communication tools and channels to promote the benefit and value of Extension educational programs. Promote N.C. Cooperative Extension and local Extension programs and events to stakeholders and local decision-makers. Articulate what Extension is, who we serve, and the key impacts of Extension programs to county leadership, members of the community and stakeholder groups. Intentionally market the ability to accommodate the needs of people with disabilities and clients who have a limited ability to speak or read English.

Strategies: [Edit](#)

Goal: **Program Planning:** Develop and implement programs and events to stakeholders and local decision-makers that address identified needs and priorities.

Description: Work with program stakeholders to develop a comprehensive program developed or appropriate for content as needed including issues such as the Americans with Disabilities Act (ADA) inclusion, use of the non-discrimination statement and accommodation statement, limited English proficiency requirements, etc.

Strategies: [Edit](#)

Evaluation Details

Status
Draft

Performance Goals
0/4 defined

PD Activities
✗ not defined

History

- Click on the **Edit** button to enter planned **Professional Development Activities** for the upcoming year. Then **save** your professional development plan.

Professional Development Activities

List specific activities that clearly state your professional development plan for the new fiscal year:

B I

-
-
-

Cancel

Save

Submitting your Annual Performance Management Plan for Approval

After entering strategies for each of the 4 performance goals and professional development activities the draft XPM plan may be submitted to your supervisor for review and approval. Click on the **Submit for Approval Button** in the Evaluation Details frame.

Evaluation Details

Status

Draft

Performance Goals

✓ defined

PD Activities

✓ defined

Submit for Approval

Career Ladder

Title Promotion

XPD

XPM

Evaluations

Institutional Goals

Performance Goals

Programs

Extension Performance Management

My Performance Evaluation: 2021-2022

Cleveland

PERCENTAGE

100%

PERF GOALS

4/4

PD GOALS

✓

RATING

Past Evaluations

Once your supervisor approves your plan the status will change from SUBMITTED to APPROVED

APPROVED

The Mid-Year Review

After your supervisor enters your midyear review comments into the XPM system, you will receive an **email notification** to log into XPM, **add any comments** (optional), and **acknowledge receipt** of the midyear review by checking the box and clicking on **Save**.

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Evaluations

Institutional Goals

Performance Goals

Programs

Extension Performance Management

My Performance Evaluation: 2021-2022

MIDYEAR

Cleveland

i Your Midyear Performance Evaluation is ready. Please add your signature and any comments.


PERCENTAGE	PERF GOALS	PD GOALS	RATING
100%	4/4		---

Past Evaluations

Employee Comments

B

I



☰

☷

☰



☷

☰

☷

☰

☷



I agree with your comments

☒

Signature

Checking the Signature box serves as your digital signature.

For verification purposes, your **Unity ID** (), **IP Address** (), and other auditing information are recorded when you save this form.

Cancel

Save

Evaluation Details

Status

Midyear

Performance Goals

defined

PD Activities

defined

Midyear Evaluation

employee signed

supervisor signed

Overall Evaluation

History

29 seconds ago

midyear employee signature requested by

4 minutes ago

The Final Review

Once your supervisor enters your final review comments and overall rating into the XPM system, you will receive an **email notification** to log into XPM, **add any comments** (optional), and **acknowledge receipt** of the final review by checking the box and clicking on **Save**.

You may need to complete additional forms required by NC A&T for the final review to be finalized.