

Performance Rating Definitions

Fails to Meet Expectations - There should be documentation supporting this rating including a performance improvement plan.

Performance was substandard; requires a high degree of supervision and direction; deficiencies are consistent, clearly evident and specific.

Needs Improvement - There should be documentation supporting this rating including a performance improvement plan.

Performance did not meet all essential requirements or occasionally falls below; work requires frequent guidance and checking

Meets Expectations - This is POSITIVE, not negative and this is the category where the majority of employees fall.

Performance consistently met expectations in all essential areas of responsibility. Quality of overall work was very good.

Exceeds - Very few employees will fall in this category and there should be specific examples to support this rating.

Exhibit high overall performance, routinely go beyond what is expected or essential requirements. Quality of work is excellent.

Exemplary - Even fewer employees will fall in this category and again, there should be specific examples to support this rating.

Clearly and consistently demonstrates extraordinary and exceptional accomplishment. Made an exceptional or unique contribution. Others in similar roles rarely equal performance of this caliber.