Performance Rating Definitions

1 - Not Meets Expectations - or Needs Improvement (NME) - Requires a high degree of supervision and direction; deficiencies are consistent, clearly evident and/or did not meet all essential requirements or occasionally falls below; work requires frequent guidance and checking

There are shortcomings, something was not done, something failed.

2 - Meets Expectations (ME) - 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.

This is for just conducting the basic business, nothing out of ordinary, no particular new efforts.

3 - Exceeds (EE) - 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.

This is for individuals who went beyond conducting their basic duties and have done something notable beyond the standard. For example, securing a notable grant, developing a new curricula could be situations that exceed expectations.

4 - Exemplary (EX) - 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.

This should be use sporadically to recognize individuals who have truly distinguished themselves across the institution (e.g., by receiving an institutional award, e.g., Westhafer) or nationally (e.g., a CAREER award)