

ADMINISTRATIVE PERFORMANCE EVALUATION
RATING GUIDE

The following definitions are general guidelines to be used for scoring each of the rating factors and job tasks. Each department/area has the freedom or responsibility to further define each category to fit its specific needs for the purpose of rating job performance.

EXCEEDS REQUIREMENT

1. Conspicuously meritorious performance.
2. Consistently exceeds all requirements or expectations.
3. Planned objectives were achieved above the established standards.
4. Accomplishments were achieved in unexpected areas.
5. All position requirements were met and all objectives were achieved above the standards established.
6. Does as much work as other employees in a similar position and often does more than is expected.
7. Meets all standards established for the position and in many instances exceeds them.
8. This rating represents an employee's superior performance which is clearly above meets requirements.

MEETS REQUIREMENTS

1. All position responsibilities were achieved and planned objectives were accomplished within established standards.
2. Minor areas where performance would have been better were counter balance by superior accomplishments such that the overall job met expectations.
3. There were no critical areas where accomplishments were less than plan.
4. Meets practically all the standards of the position in a completely satisfactory manner with a number of instances of above-standard performance.

NEEDS IMPROVEMENT

1. Improvement needed in some key job areas.
2. Considerable guidance and supervision are required.
3. Performance in one or more critical areas does not meet expectations.
4. Not all planned objectives were accomplished within established standards, and some position responsibilities were not completely met.
5. Has identifiable weakness(es) which can be corrected.
6. Performance is below accepted levels for the time in position.
7. This rating describes performance which meets only the very minimum requirements and which could be improved through development, experience, and/or application.

INADEQUATE

1. Performance fails to meet standards or meets them only in part.
2. Position responsibilities are not being achieved and important objectives have not been accomplished even with close supervision and guidance.
3. Performance is clearly below the level of acceptability/expectancy.
4. This rating describes performance which has not kept pace with changing requirements, successes which have been only occasional, or performance which has been deteriorating.
5. This rating may describe the performance of a new employee who has not yet learned the managerial and administrative requirements of the job.