

PROFESSIONAL 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.

OUTSTANDING PERFORMANCE

1. Performance consistently ~~far~~ exceeds job requirements.
2. Continually performs additional tasks which contribute to the success of the department/area.
3. Employee has impacted department/area to a significant degree.
4. Consistently does more work of higher quality and quantity than other employees in similar positions.
5. Does more than is required by job standard.
6. Meets all goals set during previous evaluation period.
7. Can literally complete a job task/assignment with little or no supervision.
8. This rating should be used as special recognition for extraordinary work performance which has significant impact on the department/area/institution.

VERY EFFECTIVE PERFORMANCE

1. Generally exceeds requirements with a minimum of guidance.
2. Above average performance.
3. Able to perform 100% of job and generally exceeds job requirements which contributes to the success of the department/area.
4. Performance is consistently above requirements.
5. This rating describes performance which regularly exceeds expectations and demonstrates the ability to assume additional responsibilities.

COMPETENT PERFORMANCE

1. Responsibilities are met in a wholly satisfactory manner.
2. Normal guidance and supervision are required.
3. Does work that is required.
4. Performs every duty and responsibility of their job in a capable manner.
5. Able to perform 100% of the job and fully meets job requirements.
6. Performance is fully acceptable and results are achieved.
7. This rating describes performance which demonstrates the required skills and knowledge for the position and sometimes exceeds expectations.

MAJOR IMPROVEMENT NEEDED

1. Major shortcomings in performance.
2. Will require reassignment or separation if plans for improvement are unsuccessful.
3. Performance is unacceptable.
4. Performance is clearly below minimum requirement.
5. Productivity is very low.
6. Needs constant supervision.
7. Does not accomplish goals set during evaluation period and does not appear to have the knowledge or the capability to carry out the job.