

Performance Rating Definitions

RATINGS

RELATION TO POSITION REQUIREMENTS

(1) UNACCEPTABLE:

A Performance Improvement Plan (PIP) will be initiated for any individual performance rating of Unacceptable.

- Performance does not meet minimum acceptable standards, expectations, and requirements of the job, or is below what can be expected of average performance
- Employee requires a high level of supervision or assistance to accomplish work results
- Improvement is necessary to meet desired level of performance results

Staff in this category are performing marginally and are not meeting the requirements of the position. Specific plans should be outlined for correcting areas of below standard performance. Deficiencies should be clearly identified and a timeline for improvement established, including follow-up evaluation(s). Employees in this category should be cautioned about the consequence of continued less than satisfactory work.

(2) ACCEPTABLE:

- Performance meets acceptable standards, expectations, and requirements
- Performance contributes what is expected of a qualified, experienced employee performing in this position
- Employee is expected to continue development of new knowledge, skills or abilities

(3) COMMENDABLE:

- Consistently meets standards and expectations, regularly exceeds them, and shows initiative in additional assignments
- Successfully completes all responsibilities, even for projects that require versatile skills
- Employee strives to grow professionally through development activities

(4) EXEMPLARY:

- Performance is noticeably superior; outstanding performance is clearly evident; performance is at a level that is a "stretch"
- Performance shows exceptional initiative to plan and anticipate problems, and employee takes appropriate independent action
- Performance requires little or no supervision to produce exceptional work results

(NA) NOT APPLICABLE:

- This rating can be used when the category does not apply to the employee's job duties or it may be too soon to rate the employee's performance in this category