

Overall Performance Ratings

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5-Outstanding

Far exceeds performance expectations on a consistent and uniform basis. Work is of exceptional quality in all essential areas of responsibility. In addition, **makes an exceptional or unique contribution in achievement of unit, department, and University objectives.**

- This rating would include all aspects of the level 4 rating plus a unique contribution to the unit or department.
- Specific examples should be given to illustrate how the employee provided an exceptional or unique contribution.

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4-Exceeding expectations

Always achieves performance expectations and **frequently exceeds them.** Demonstrates performance of a **very high level of quality in all areas of responsibility.**

- This rating would include all aspects of the level 3 rating plus frequently exhibiting performance that exceeds expectations of the role. This could look like initiative in taking on additional responsibilities, creating new processes to improve efficiency and/or looking at ways to improve outcomes and delivering results that are above and beyond what was asked for and expected.
- In order to receive a level 4 rating, clear examples should be given that show how the employee has consistently gone above and beyond what is expected of them.
- This type of employee is seen as a leader on the team and because of that is often given more responsibility because of their known ability to provide proven results.

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3-Meeting expectations

Consistently fulfills performance expectations and *periodically may exceed them.* Work is of **high quality in all significant areas of responsibility.**

- Employees can complete the role with little to no oversight from their supervisor.
- All essential functions and competencies required to do the job are done well and consistently and occasionally also exceed expectations.
- The focus of any coaching is on developing the employee to expand within the current role and/or begin to prepare them for a future role.
- Employees who complete tasks on time, are engaged in the work and collaborative with the team, if concerns/ issues are brought to the manager, solutions are also brought forth.

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2 - Below Expectations

Fails to meet expectations in one or two of the significant/ essential position requirements and **improvement is needed** in these areas.

- An employee who is currently receiving coaching because of any performance documentation such as a letter of expectation or letter of reprimand.
- An employee receiving coaching due to the same performance or behavior concerns that has arisen more than two times throughout the cycle.
- Consistently does not meet expectations in at least one or two areas of the role.

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1 - Fails to Meet Expectations

Fails to meet expectations in more than two of the significant/ essential position requirements and improvement is needed in most aspects of position

- Performance was consistently below expectations and reasonable progress towards critical goals was not made.
- Significant improvement is needed or termination will occur.