

Rating Definitions

The following ratings will be used to measure the success of the overall employee performance:

New to Position: Has not yet had the opportunity to demonstrate proficiency.

Highly Successful: Consistently exceeds individual goals and consistently performs regular job responsibilities in an outstanding manner. Contributes significantly to the broader goals of the department and is considered a role model to others in the position. Anticipates and takes on additional duties beyond core job responsibilities with the same degree of seriousness, care and thoroughness as demonstrated in regular job responsibilities. Takes ownership for work product.

Successful: Consistently meets individual goals and contributes to the performance of the department by performing job responsibilities and requirements in a consistent, reliable and professional manner. Takes ownership for completing and checking own work, completes projects and duties in a timely, accurate and thorough manner. Appropriately balances working independently with seeking advice/collaboration when necessary for a satisfactory outcome.

Needs Improvement: May not consistently meet individual goals. May not satisfactorily or consistently contribute to the department's performance. May not be consistently reliable in handling own job responsibilities appropriately. May need more supervision than is expected for the nature of the job, either to ensure that the work gets done or to ensure quality.

Unsuccessful: Does not meet individual goals, does not consistently perform job responsibilities effectively and does not contribute to the department's performance. May require significant involvement of supervisor to ensure that work is completed and quality checked, and to fix problems and potential problems. *If an employee's performance is considered Unsuccessful, it is extremely important that the supervisor seek advice from Human Resources prior to meeting with the employee for the performance review.*

Exemplary: This rating is reserved to recognize an extraordinary achievement beyond the goals initially set for the year, and/or beyond the realm of scope or usual responsibility for this job. It is intended to recognize an unusual achievement or set of circumstances particular to this year's work. Examples include, but are not limited to, high-quality results with a wide or deep impact (generally connected to a special project), having successfully taken on substantial responsibility for work generally outside the scope of this job (such as an interim or acting role), or achievement of a result critical to the department or university beyond the normal scope of the job. Very few employees are likely to have been in circumstances under which this rating could apply. Therefore, an explanation of the achievement or circumstance(s) that led to the rating must be provided, and **the rating must be approved by the school dean or area vice president.** Excellence within the usual scope of the employee's job should be recognized in the "highly successful" category.