

Performance Evaluation Ratings

The Description of Performance Ratings shown below will be used by the supervisor in their appraisal of employee characteristics and goals.

Level	Description of Performance Ratings
Outstanding/ Excellent	<p>Has exceeded all of the performance expectations for this characteristic or goal.</p> <ul style="list-style-type: none"> ○ Performance is consistently & significantly beyond established standards. Achieves performance objectives at a fully outstanding level and demonstrates exceptional skill levels. ○ Performance exceeds expectations by an exceptional degree.
Exceeds Requirements/ Frequently Exceeds/ Very Good/ Good	<p>Regularly works beyond majority a of the performance expectations for this characteristic or goal.</p> <ul style="list-style-type: none"> ○ Performance is above satisfactory and expected level of performance. ○ Contributions and work activities consistently exceed job requirements. Accomplishments toward goals and demonstrated personal skills generally surpass job requirements. ○ Frequently performs work in an excellent manner and exceeds expected results.
Satisfactory/ Meets Requirements/ Average/ Adequate	<p>Has met the performance standards for this characteristic or goal.</p> <ul style="list-style-type: none"> ○ Job requirements are performed in a full and complete manner. ○ Consistently performs work in a satisfactory and acceptable manner and achieves expected results. ○ Performance consistently meets job requirements. Achieves performance objectives stated.
Needs Improvement	<p>Has failed to meet one or more of the significant performance expectations for this characteristic or goal.</p> <ul style="list-style-type: none"> ○ Some improvement needed to fully achieve the expected level of performance. ○ Work activities do not consistently meet requirements due to specific weaknesses observed in one or more areas. ○ Employee’s work does not consistently meet expectations. Employee must improve performance to achieve expected results. ○ Performance is less than expected and needs improvement. Direction, supervision and learning are required if performance objectives are to be achieved.
Unsatisfactory/ Below Minimum/ Poor	<p>Has failed to meet most or all of the significant performance expectations for this characteristic or goal.</p> <ul style="list-style-type: none"> ○ Employee displays poor work performance; immediate remedial action is needed. ○ Performance is substantially weak. Performance objectives are not met. Substantial improvement by the employee is required.
N/A	<p>Employee is not rated on this characteristic or goal.</p> <ul style="list-style-type: none"> ○ This characteristic or goal does not apply