Performance Rating Scale

The rating criteria below applies to Goals & Key Responsibilities and to Competencies. Comments are required for all Competency ratings. Comments are required for all Goal and Key Responsibility ratings other than “Accomplished.”

**Not Applicable/Too New**  *(Note: Should be rarely used for a goal or key responsibility)*

Employee is newly employed and had little or no opportunity to perform this competency, key responsibility or goal during the performance period.

**Exemplary**

Performance frequently exceeds critical objectives, competencies, and job responsibilities. Employee has made superior contributions to the department and/or College. Employee models effective behaviors that are an example to others. Employee needs little or no follow-up and direction. Comments are required.

**Accomplished**

Performance consistently meets, and may exceed, critical objectives, competencies, and job responsibilities in an effective and efficient manner. Employee has made the expected contributions to the department and/or College. Employee engages in activities to expand knowledge and skills to improve performance. Critical duties require minimal supervisor follow-up and direction. Comments are optional for Key Responsibilities and Goals.

**Needs Development**

Performance does not meet some critical objectives, competencies, and job responsibilities on a consistent basis. Employee infrequently engages in activities to expand knowledge and skills to improve performance. Critical duties require more than usual supervisor follow-up and direction. Supervisor has provided, or made available, support, additional training and resources for the employee to assist in their development but performance is lagging the expected pace towards “Accomplished.” Comments are required.

**Unsatisfactory**

Performance does not meet many (or most) critical objectives, competencies, and/or job responsibilities on a consistent basis. Deficiencies exist and impact performance. Employee requires significant follow-up and direction. Supervisor(s) have provided, or made available, support, additional training and resources to the employee, but performance has remained inadequate. Employee is not developing at an appropriate pace towards “Accomplished.” Comments and documentation are required.

Updated 12/8/16