



Performance Management

Rating Scales for Annual Reviews



Rating:	Does Not Meet	Partially Meets / Developing	Meets	Exceeds	Outstanding / Exceptional
<i>Definition</i>	<ul style="list-style-type: none"> Did not meet performance standards and/or achievement of goals Immediate improvement is required Employee may have been on a Performance Improvement Plan (PIP) or corrective action 	<ul style="list-style-type: none"> Inconsistent performance and/or achievement of goals Employee needs improvement or growth in areas of weakness Employee requires additional training, job experience and/or feedback 	<ul style="list-style-type: none"> Met all performance standards and/or achievement of goals Solid, good performance was employee's norm Results were timely and accurate 	<ul style="list-style-type: none"> Consistently exceeded performance standards and/or achievement of goals Employee achieved results above expectations High performing employee; timeliness and quality of work is excellent 	<ul style="list-style-type: none"> Employee achieved results and/or achieved goals well beyond expectations Contributed unique, innovative, and workable solutions to projects and/or challenges Easily recognized as top performer and excellent resource
<i>Application</i>	Should not come as a surprise to an employee. Regular performance discussions should have been in place before this point. An employee in this category received or will receive a Performance Improvement Plan (PIP), corrective action, or job change during the performance year.	Employee who has uneven or inconsistent performance. This rating is also appropriate for an employee who is new to role and still learning. May perform some goals well, but others require additional training, job experience, coaching, and/or feedback.	Employee who consistently demonstrates effective performance, who gets the job done and effectively prioritizes work. The majority of employees will reside in this category.	Employee who consistently demonstrates a high level of performance. The employee worked "above and beyond" to successfully achieve goals throughout the performance year. Quality of work is excellent.	Reserved for work that is truly extraordinary. It could involve a rare opportunity where the employee demonstrated significant time commitment and high-level skill / performance / dedication to achieve success. Far-reaching impact in department or reorganization with quantifiable results. Difficult rating to attain.