



PERFORMANCE MANAGEMENT

Rating Definitions

As a manager, you will be able to make comments and rate your employee's performance and skills. Rating scales vary amongst the categories to best illustrate the success measures. Rating scales are defined below.

Goals:

Met - Goal achieved.

Partially Met – Some, but not all aspects of the goal were achieved. For example, the goal may have been completed but the deadline was missed.

Not Met – The goal was not achieved.

On-Going – The goal is on track and will continue as a goal into the next fiscal year.

Deferred – Very little to no work completed on the goal due to circumstances beyond the employee's control. It may be considered for a later time.

Core Position Responsibilities:

Exceeds Expectations – Employee consistently exceeds expectations on most, if not all, core job responsibilities

Meets Expectations – Employee consistently meets expectations on most, if not all, core job responsibilities

Partially Meets Expectations - Employee partially meets expectations of core job responsibilities, but improvement is needed in some areas.

Does Not Meet Expectations – The employee does not meet expectations on most or all core job responsibilities

Developing – Employee partially meets expectations of core job responsibilities, but some improvement is needed. Employee may be new to role and still learning some key job components.

Competencies:

Consistently Observed - This competency/behavior is observed on a constant basis. Anyone in contact with this employee would observe excellence in this area.

Observed – This competency/behavior is regularly observed, and is an area to continue to focus on.

Observed Sometimes – The competency/behavior is observed on an infrequent basis. There is a clear opportunity for development in this area.

Seldom Observed – The competency/behavior needs immediate improvement.

Overall Rating:

Highly Effective – Consistently performs above and beyond the expectations of the position with limited or no supervision. Contributions have consistently positive impact on the department and/or the University.

Effective – Consistently demonstrates effective performance with limited or no supervision. Viewed as someone who gets the job done and contributes to the overall objectives of the department and/or University.

Less than Fully Effective – Working towards proficiency in some aspects of the position and/or performance does not consistently meet expectations of the position. Requires more direct supervision.

Unsatisfactory – Performance does not meet expectations of the position and significant improvement is required in order to maintain future employment with the University. Requires significant management oversight. Employee is on a performance improvement plan or will be placed on a plan in conjunction with evaluation process.