

Performance Ratings Description

Model Performance

Very few employees will meet this standard for the Overall Rating.

- Performance Goal/Job Responsibilities section definition: Outstanding performance that considerably and consistently exceeds expectations.
- Overall Rating section definition: Outstanding performance that results in extraordinary and exceptional accomplishments with significant contributions to goals of the organization, department, and/or senior management area.

Strong Performance

The majority of employees will meet this standard for the Overall Rating.

- Performance Goal/Job Responsibilities section definition: Good, solid performance. Fully meets expectations and may, on occasion, exceed expectations in this area.
- Overall Rating section definition: Good, solid performance. Fulfills all position requirements and goals and may, on occasion, generate results above those expected of the position.

Developing Performance

Few employees will be at this level. Probationary employees should not be rated at this level unless they are not learning their job at the expected rate.

- Performance Goal/Job Responsibilities section definition: May partially meet performance expectations but needs improvement. Steps to improve performance in this area must be clearly detailed in the Career Development Plan section
- Overall Rating section definition: Performance leaves room for improvement. Employee requires either additional development in deficient technical areas; or, may be a new hire requiring additional training; or, is not responding favorably to coaching for performance improvement.

Unacceptable Performance

Very few employees will be rated at this level. Supervisors should contact [Employee Relations](#) prior to giving an employee an overall rating of Unacceptable.

- Performance Goal/Job Responsibilities section definition: Performance is well below an acceptable level in this area. Steps to improve performance in this area must be clearly detailed in the Career Development Plan section.
- Overall Rating section definition: Performance is well below the minimum position requirements. Requires immediate review and action including implementation of Performance Improvement Plan (PIP).