

## Performance Ratings Descriptions

### **Exceptional**

---

The employee significantly exceeds expectations as noted in job duties and performance goals. They model behaviors that support Virginia Tech's values and college/unit expectations. The employee's contributions have a consistently positive impact and value to the department and to the organization. This employee is easily recognized as a top performer.

### **Meets**

---

The employee consistently demonstrates effective performance by meeting expectations as defined by job duties and performance goals. They are viewed as someone who gets the job done and effectively prioritizes work. They contribute to the overall objectives of the department and/or the organization.

### **Does not meet**

---

The employee does not meet expectations as defined in the job duties and performance goals. This may be due to being new to a role or new to a specific assignment; it may also reflect outcomes and/or behaviors that need attention and do not meet expectations for the role. Steps to improvement should be discussed and documented.