



Staff Employee Evaluation Rating System

Ratings are based on an employee's performance during the evaluative period. Numerical ratings are used to assess individual portions of an employee's performance, and an overall rating is also given. Ratings on individual portions of annual employee evaluation must support overall rating.

5: Exemplary – *Consistent* exemplary performance that far exceeded goals, expectations, and requirements throughout the rating period due to exceptionally high quality of work performed in all essential areas of responsibility and an extraordinary or unique contribution in support of department goals or the University mission. **The exceptional / unique contribution must be specifically identified by the supervisor. No more than 5-10% of a unit's employees should receive specific section scores of "5" or an overall "5" rating.**

4: Highly Effective – Performance *frequently and consistently* exceeded goals, expectations, and requirements in **all** essential areas of responsibility, and the quality of work overall was excellent. All annual goals were met or exceeded.

3: Proficient – Performance *consistently* met goals, expectations, and requirements in **all** essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. Most annual goals – and all essential goals – were fulfilled.

2: Improvement Needed – Performance *did not consistently* meet goals, expectations, and requirements such that:

- Performance failed to meet expectations or requirements in some areas of responsibility,
AND/ OR
- one or more goals were not met.

A "2" rating on a specific section of an employee's performance evaluation, or an overall "2" rating, strongly suggests that the supervisor and employee should discuss specific methods the employee can use to improve performance.

1: Unsatisfactory – Performance was *consistently below* goals, expectations, and/or requirements in **most** areas of responsibility, and/or reasonable progress toward goals was not made. Significant improvement is needed in one or more important areas.

- A "1" rating on one of more specific portions of an employee's performance evaluation requires the supervisor and employee to develop a plan for improving performance.
- An overall "1" rating requires a written development plan to correct performance, including timelines which must not exceed 120 days, which must be submitted to the Human Resources Office within 30 days of evaluation date and must be monitored to measure progress.
- Follow up report must be submitted to HR not more than 120 days from date of development plan.