



### General Guidelines: Evaluate and describe performance and accomplishments using the following performance groupings:

The sub-headings for each group are suggested criteria to be evaluated and are not intended to be all-inclusive and may be changed, deleted or added to as required. The comments area for each should be used for expansion, explanation, description of strengths and/or problem areas for each grouping. Specific improvement actions, however, should be described in the following section. Select the appropriate term below to describe performance for each category and check off the appropriate rating number. Enter "NA" where the category does not apply to this position.

Consistently, over time, performs all aspects of the criteria in an exceptional manner; significantly exceeds expectations with exceptional quality, quantity and timeliness of work; significantly exceeds all objectives, always achieves exceptional results well beyond those expected of the criteria. A rating of 5 would indicate performance two levels above the current competency level. **Note - usage of this category is highly limited.**



Consistently exceeds the normal expectations for the competency; exceeds expected criteria for quality, quantity and timeliness of work; consistently exceeds goals and objectives; achieves results beyond those expected for the position. A rating of a 4 would indicate performance one level above the current competency level.



Consistently exhibits the particular criteria in a fully capable manner; meets all expected targets for quality, quantity and timeliness of work, including meeting goals and objectives. A rating of 3 would indicate that the criteria is being exhibited at the employee's current level of competency.



Performs most aspects of the criteria in a capable manner; meets some goals and objectives, but requires improvement in quality, quantity and timeliness of work to achieve overall satisfactory performance; may require more supervision than expected for the criteria in question. Could be the performance level of those new to a position. A rating of 2 would indicate performance below the employee's current level of competency.



Unacceptable performance suggesting lack of willingness and/or ability to perform the requirements of the criteria. Separation or reassignment is indicated unless performance improves significantly. Requires excessive supervision. A rating of 1 would indicate that the employee may be incapable or unwilling to perform at the level of competency required for the criteria in question.

