

Ratings

Exceptional (Always Above and Beyond)

- *Justification is required when assigning this rating.*

You have achieved all elements of an “Advanced” rating **plus** you consistently far exceed your job requirements and have made an extraordinary contribution to the success of the department by exhibiting the following:

- ▶ **Providing consistent leadership in modeling the behaviors aligned with the university shared values.**
- ▶ Tackling unusual challenges with profound success.
- ▶ Demonstrating an exceptionally high level of expertise that goes far beyond your role within the department.
- ▶ Showing proven leadership commitment and responsibility within the university.
- ▶ Leading efforts, creating results, and/or providing critical assistance to achieve a major departmental or institutional goal.

Advanced (Frequently Above and Beyond)

You have achieved all elements of a successful rating **plus** you often exceed your job requirements by:

- ▶ **Regularly modeling behaviors, decision-making, and actions aligned with the university shared values.**
- ▶ Frequently exceeding job requirements.
- ▶ Producing high-quality results necessary to achieve and/or exceed goals.
- ▶ In addition to planned work, accomplishments were made in unexpected and/or unplanned areas.
- ▶ Demonstrating positive attitude in the approach to relationships and work outcomes.
- ▶ Frequently recommending improvements and/or solving complex problems.

Successful (Consistent Quality Performance)

You meet the high standards for performance, productivity, and the requirements of your role. Key behaviors demonstrated consistently include:

- ▶ **Successfully demonstrating behaviors that are aligned with the university shared values.**
- ▶ Adjusting to changes in workload or other needs.
- ▶ Producing quality results necessary to achieve goals.
- ▶ Cooperating and sharing information with customers & coworkers.
- ▶ Recommending improvements and solutions.

Developing or Requires Improvement (Growing and Learning)

Your performance meets some, but not all, job requirements. Continued improvement is necessary.

- ▶ **Occasionally demonstrates the university shared values; behavior must be more consistent to meet expectations.**
- ▶ There are specific behaviors, skills, and/or knowledge growth areas outlined in your performance evaluation that are not currently being met. Speak with your manager to help you understand the steps necessary to continue to grow and develop.

Unsatisfactory (Not Successfully Achieving Goals/Behaviors)

- *A performance improvement plan (PIP), or the appropriate level of formal corrective action, is required with this rating.*

Your performance is below the job requirements outlined for your role and you have not demonstrated proficiency in one or more major areas of job knowledge, dependability and/or productivity.

- ▶ **Occasionally failed to demonstrate the university shared values; behavior must improve to meet expectations.**
- ▶ Failed to consistently perform the job responsibilities, complete assignments, meet commitments, organize work, and/or accomplish a fair workload.
- ▶ Your performance resulted in errors, re-work, lost time and/or had a negative impact on the department’s effectiveness and/or morale.
- ▶ If not already in place when this rating is determined, a performance improvement plan (PIP) will be developed and issued in consultation with HR Employee and Labor Relations in order to help you understand the behaviors, skills, and/or knowledge that must be improved.