

Performance Evaluation Plan Rating Criteria

(Outstanding) Consistently and substantially exceeds requirements of the position and performs at maximum levels of effectiveness. This rating reflects highly accomplished staff members who are innovative, creative problems solvers, implementing new ways of working or processing information to make a significant, positive change for the department and for the university.

(Exceeds Expectations) Usually exceeds requirements of the position and usually performs at high levels of effectiveness, with accomplishments made in unexpected areas as well. This rating reflects staff members whose contributions enhance the ability to achieve departmental and university goals.

(Meets Expectations) Meets requirements of the position in a satisfactory and reliable manner. This rating reflects staff members who consistently meet expectations, resulting in regular, ongoing achievement of the requirements of the position, and whose contributions support the ability to achieve department and university goals.

(Requires Improvement) Does not meet several requirements of the position in a consistently satisfactory reliable manner. This rating reflects staff members who meet some of the requirements, but need to improve performance to meet other requirements of the position. Note: Supervisors of staff in this category must complete a Performance Improvement Plan with the staff member (see Human Resources for assistance).

(Unsatisfactory) Does not meet the requirements of the position. Staff members in this category have serious performance deficiencies in key areas and consistently fail to meet requirements. Immediate, substantial and sustained improvement is necessary. Note: Supervisors of staff members in this category must contact Human Resources to discuss this situation.

For New Staff Only (Meeting Requirements): This rating reflects new staff, with six (6) months or less of service, while not fully satisfactory in all areas yet, staff member is making steady progress in learning and developing new skills, and demonstrating potential to meet or exceed requirements of the position.

For New Staff Only (Not Meeting Requirements): This rating reflects new staff, with six (6) months or less of service not making steady progress in learning and developing new skills, and not demonstrating potential to meet or exceed requirements of the position.