

RATING DEFINITIONS

1 - Needs Improvement (1.0 - 1.79)	Does not meet departmental performance expectations on a consistent basis. Does not consistently demonstrate the knowledge, skills, and abilities required to perform the job. Meets some of the minimum position requirements. Performance may be uneven or inconsistent and must be improved. Immediate and sustained improvement is needed. A performance improvement plan is required.
2 - Generally Meets Expectations (1.80 - 2.79)	Generally meets established departmental performance expectations. Demonstrates the knowledge, skills and abilities that result in the effective performance of the position required. Occasionally may exceed expectations of the position.
3 - Achieved Expectations (2.80 - 3.79)	Meets established departmental performance expectations. Demonstrates the knowledge, skills and abilities that result in the effective performance of the position required. Meets deadlines. Frequently exceeds in one or more established job expectations.
4 - Exceeds Expectations (3.80 - 4.79)	Consistently exceeds departmental performance to a degree that is obvious to supervisor, customers, and peers. Consistently excels in demonstrating the knowledge, skills, and abilities that result in the effective performance of the position requirements. Consistently serves as a role model to others. Truly outstanding level of contribution (well beyond position requirements) during the entire performance period.
5 - Outstanding Performance (4.80 - 5.0)	This rare superior performance is a beyond that other high achieving performers would produce and is seldom equaled by peers or colleagues. The individual is widely regarded as innovative or expert in their field by external and internal contacts. The employee made individual contributions within the review period well beyond goals set for their role and achieved outcomes that were widely recognized as having significant impact that produced a measurable fiscal or physical enhancement to the University. The contribution may be recognized, externally to the organization such as regionally, state-wide, nationally, or system-wide as establishing a new standard or business improvement that would be adopted by other higher education institutions or moved the University closer to Tier One status. The achievements or accomplishments of the individual must be documented and verifiable.