For each competency area, the supervisor will provide a performance rating. There is also an “overall rating” that represents the employee’s performance and results in the areas of competencies and goals. The rating scale is required for assessment of Operating Staff; its use is optional for exempt employees (PAT, EE). Comments and examples are to be provided that support each rating.

Below are definitions for supervisor’s rating of employee’s performance:

**Far Exceeds Performance Expectations**
- The employee considerably and consistently surpasses performance expectations and goals, and achieves beyond the regular assignment in all areas throughout the performance cycle.
- Performance is well above expectations in terms of completeness, timeliness, and independence; and employee demonstrates mastery of the skills and tasks involved.
- The employee regularly makes significant contributions to the department’s and/or University's success well beyond work assignments through unique and exceptional application of knowledge. Other University employees commonly seek out the employee for assistance. The employee is a model for excellence, with a strong potential for advancement.
- The employee performs independently in planning, anticipating problems, and taking appropriate action.
- Shows grasp of the “big picture” and thinks beyond the details of the job or project at hand.
- The employee requires very minimal supervision or follow-up.

**Exceeds Performance Expectations**
- The employee clearly and consistently surpasses performance expectations and goals, and demonstrates unique understanding of work well beyond job requirements.
- Work is done independently and completed on schedule with a high degree of accuracy and independence.
- Performance is what can be expected of a fully qualified and experienced person in this position.
- Errors in judgment are rare and seldom repeated.
- Performance is characterized by high achievement; the employee shows initiative.
- The employee requires minimal supervision or follow-up.
**Meets Performance Expectations**

- The employee meets job performance standards in all or most areas.
- The employee is reliable in attaining expected results, and is timely and efficient.
- Initiative and outputs are generally adequate, and the employee is capable and knowledgeable in most aspects of his or her work.
- The employee requires a reasonable amount of supervision.

**Needs improvement**

- The employee is not satisfactorily completing the assigned duties and needs to demonstrate improvement toward meeting performance standards.
- Work results are inconsistent.
- Continued improvement in performance is required.
- The employee requires close supervision.
- A written performance improvement plan should be in place.

**Fails to Meet Performance Expectations**

- The employee is not meeting expected standards or goals set for the position.
- The employee does not demonstrate knowledge or ability to perform the majority of assigned duties.
- The employee must show significant improvement toward satisfactory achievement of performance standards in order to continue University employment.
- The employee requires excessive supervision, direction, and follow-up.
- The supervisor is to contact Human Resources prior to assigning an employee this rating. Immediate improvement is essential, and the employee may be on a documented performance improvement plan.