

OUTSTANDING PERFORMANCE

This performance category indicates performance that is truly outstanding, consistently outpacing performance of other employees that results in extraordinary and exceptional accomplishments with significant contributions to objectives of the department, division and/or University. This rating requires written supportive information.

VERY GOOD PERFORMANCE

Employee exceeds performance objectives on a regular basis. Provides leadership, fosters teamwork, is highly productive, innovative, responsive and generates top quality work. This category indicates very good performance or achievement beyond the rating of good performance and should be reserved for those individuals that consistently go above and beyond expectations. The employee exceeds position requirements even on some of the most difficult and complex parts of the job.

GOOD PERFORMANCE

This category indicates solid, fully satisfactory performance and should be used for the majority of employees. Performance meets the defined job expectations. The employee generally performs according to the expectations doing a good job. The employee is doing the job at the level expected for employees in this position. The good performance is due to the employee's own effort and skills.

PERFORMANCE NEEDS IMPROVEMENT

Performance may meet some of the job expectations but does not fully meet the remainder. The employee generally is doing the job at a minimal level, and improvement is needed to fully meet the expectations. This performance level may be the result of a new or inexperienced incumbent on the job, or an incumbent not responding favorably to instruction. Performance is less than a good job. Lapses in performance are due to the employee's lack of skills or effort. This rating requires written supportive information and development of a performance improvement plan.

UNSATISFACTORY PERFORMANCE

Does not meet minimum job requirements. Performance is unacceptable. Responsibilities are not being met and important objectives have not been accomplished. Needs immediate improvement. This rating requires written supportive information and development of a performance improvement plan.

**If a job factor does not apply to you
or your employee, you can skip it.**