

Performance Management

Unclassified and Other Academic Annual Evaluation Rating Scale Description



Rating	Description
Exceptional	<ul style="list-style-type: none"> • Consistently performed job duties • Work and behavior expectations consistently met • Consistently exceeded performance goals and supervisor's expectations • Anticipated and took on additional duties beyond major responsibilities
Successful	<ul style="list-style-type: none"> • Consistently performed job duties • Work and behavior expectations consistently met • Met performance goals and supervisor's expectations • Completed and verified own work in a timely, accurate and thorough manner
Needs Improvement	<ul style="list-style-type: none"> • Did not meet performance goals and/or supervisor's expectations • Demonstrate areas of strength in the work performed • Has room for growth and development • Should focus on specific areas to meet required standards
Unsuccessful	<ul style="list-style-type: none"> • Did not consistently and accurately perform job duties • Work and/or behavior expectations were not met • Did not meet performance goals and/or supervisor's expectations • Not consistently reliable in handling daily duties • May require a level of supervision beyond the expected standard
Not Evaluated	<ul style="list-style-type: none"> • The Not Evaluated ratings are those given to employees who are newly hired in an agency and have worked for less than 90 calendar days. • The Not Evaluated can be used for the Competency of "Leading Others" if the employee does not supervise employees, student workers, or interns.