Exemplary

Performance far exceeded expectations due to exceptionally high quality of work performed, resulting in an overall quality of work that was superior and either: 1.) Included the completion of a major goal or project, or 2.) Made an exceptional or unique contribution in support of unit, department, or university objectives. Employees displays a level of proficiency that not only exceeds expectations but also has made a significant and/or lasting contribution(s) during this appraisal period. If the overall review rating is “Exemplary”, two Extraordinary Contributor forms are required to be attached in the evaluations.

Exceeds Expectation

The employee displays solid, consistent performance and a level of proficiency that is considerably higher than expected and does so on a consistent basis. Performance consistently exceeded expectations, and the quality of work overall was excellent.

Meets Expectations

Acceptable performance where the employee displays a level of proficiency that meets the full expectations of the job on a consistent basis. Performance consistently met expectations, and at times possibly exceeded expectations, and the quality of work overall was very good.

Partially Meets Expectations

Employee displays a level of proficiency that does not meet the full expectations of the job or does not display the expected level of skill on a consistent basis. If the overall review rating averages “Partially Meets Expectations”, a Notice of Improvement Needed form should be given to the employee following the evaluation.

Fails to Meet Expectations

Performance was consistently below expectations and/or reasonable progress was not made. Significant improvement is needed in one or more important areas. If the overall review rating averages “Fails to meet Expectations”, a Notice of Improvement Needed or a Written Notice is required to be attached in the evaluation. After the evaluation has been completed, the supervisor and the employee will immediately enter a three-month re-evaluation period.