

### **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.