



Overall Rating Details

Overall Behavioral Indicators for Question As, MLS, PLS, PSM, and GSS:

Exceptional Performance

This rating indicates that the employee consistently achieved additional, significant results beyond established targets; achieved a higher level of quality than required; was a role model in the demonstration of competencies; and was rated “Exceptional Performance” on the majority of performance expectations and standards. Performance at this level is rare. A supervisor must use this rating only if the employee performed at a higher level relative to most other employees performing comparable work. A supervisor must not give an overall rating of “Exceptional Performance” to an employee who received a rating of “Does Not Meet Expectations” on any single objective.

Highly Successful Performance

This overall rating indicates that the employee achieved all critical results at or beyond established targets; achieved a high level of quality; consistently and effectively demonstrated the competencies; and was rated as having “Highly Successful Performance” on the majority of performance expectations and standards. A supervisor must not give an overall rating of “Highly Successful” to an employee who received a rating of “Does Not Meet Expectations” on any single objective.

Successful Performance

This overall rating category indicates that the employee met the majority of performance standards and expectations; achieved a majority of results and demonstrated most competencies successfully; and may occasionally exceed expectations. A supervisor must give an overall rating of “Successful Performance” to an employee with good, solid performance. This rating is appropriate for most employees.

Below Expectations

This overall rating category indicates that the employee has met some job requirements but needs improvement in other job requirements listed in the performance plan. The performance of an employee who receives this rating is below the level of “Successful Performance” but above that of “Does Not Meet Expectations.” An employee who receives a rating of “Below Expectations” may request that the supervisor provide the employee with a written work improvement plan.

Does Not Meet Expectations

This overall rating category indicates that the employee has not met the basic requirements of the job as evidenced by: receiving a rating of “Does Not Meet Expectations” on a majority of the performance expectations and standards listed in the performance plan; or failing to produce one or more key results, demonstrating competencies infrequently or ineffectively, or both. An employee who receives this rating has failed to perform the assigned duties on an ongoing basis in an acceptable and competent manner. If the supervisor gives an employee this rating, the supervisor must counsel the employee on what corrective action to take and allow the employee adequate time to improve or correct performance.

Overall Behavioral Indicators for MCGEO:

Outstanding

This rating applies to performance that consistently exceeds the requirements of the job identified in the performance standards outlined in the performance plan.

Above Expectations

This rating applies to performance that has met, and occasionally exceeds the requirements of the job identified in the performance standards outlined in the performance plan.

Meets Expectations

This rating applies to performance that has met the requirements of the job identified in the performance standards outlined in the performance plan.

Below Expectations

This rating category indicates that the employee has met some job requirements but needs improvement in other job requirements outlined in the performance plan.

Does Not Meet Expectations

This rating applies to performance that has not met the basic requirements of the job identified in the performance standards outlined in the performance plan. A rating at this level would be considered unsatisfactory performance.

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