



Performance Management Evaluation and Rating Guide

MLS, PLS and GSS Longevity Employees

The performance management evaluation and rating guide is provided below to assist you in the completion of the annual Performance Evaluations and Ratings for Performance-Based Pay employees.

Performance Management Evaluation and Rating Guide

Performance Management Process:

Performance and career goals and objectives are established for each employee within the scope of the job classification to be achieved within the designated fiscal year. Employees are evaluated and given an overall rating on their performance against the established goals and objectives using the Performance Management Rating Criteria below.

Performance Management General Guiding Principles:

- The mandatory 'Work Safe Environment' competency is a Risk Management competency that should not be rated higher than "Successful Performance".
- Employees still in a probationary period at the time of the performance evaluation, generally should not be rated above "Successful" (non-merit and probationary employees with less than (6) months of service are not eligible for performance-based pay).
- Performance ratings should resemble a "bell-shape" with the majority of employees rated as "Successful Performance."
- "Successful Performance" is a good, solid performance rating.
- An employee who is doing his/her job and meeting the expectations for the job is a "Successful" performer.
- The higher performance category should clearly demonstrate:
 - Consistent achievement or exceeding of fiscal year goals and objectives.
 - Performance relative to others in comparable roles is significantly higher.

Performance Management Rating Category Criteria:

Go to the next page to review the performance management rating category criteria.

Performance Management Rating Category Criteria

No.	Performance Rating Category	Definition	Other Rating Considerations
1.	Exceptional	Consistently achieves significant results beyond established targets; achieved a higher level of quality than required; was a role model in the demonstration of competencies; was rated "Exceptional" on the majority of the performance objectives and success criteria	<ul style="list-style-type: none"> • Performance at this level is rare • Only use this rating if the employee performed at a higher level relative to most other employees performing comparable work • Cannot give an overall rating of "Exceptional" if an employee received a rating of "Does Not Meet Expectations" on any single objective
2.	Highly Successful	Achieved all critical results at or beyond established target; achieved a high level of quality; consistently and effectively demonstrated the competencies; and was rated "Highly Successful" on the majority of performance objectives and success criteria	<ul style="list-style-type: none"> • Cannot give an overall rating of "Highly Successful" if an employee received a rating of "Does Not Meet Expectations" on any single objective
3.	Successful Performance	Met the majority of performance success criteria and objectives; achieved a majority of results and demonstrated most competencies successfully; and may occasionally exceed expectations	<ul style="list-style-type: none"> • Performance at this level is appropriate for most employees • An employee with good, solid performance should receive an overall rating of "Successful"
4.	Below Expectations	Indicates the employee has met some job requirements but needs improvement in other job requirements listed in the performance plan	<ul style="list-style-type: none"> • Performance of an employee is below the level of "Successful" • Employee in this category requires improvement in the delivery of work objectives and may warrant an improvement plan
5.	Does Not Meet Expectations	Indicates the employee has not met the basic requirements of the jobs; received a rating of "Does Not Meet Expectations" on the majority of the performance objectives and success criteria listed in the performance plan; or fails to produce one or more key results, demonstrating competencies infrequently or ineffectively or both	<ul style="list-style-type: none"> • Failed to perform the assigned duties on an on-going basis in an acceptable and competent manner • Employee with this overall rating, must be counseled on what corrective action to take and allow the employee adequate time to improve