

Rating Instructions: Use the following guidelines to rate employee job performance relating to core performance values, contribution to business goals and overall assessment of job performance:

Rating	Rating Description
Outstanding	Performance at this level is clearly unique and far in excess of established expectations. The employee consistently exceeds all performance expectations and has made many significant contributions to the efficiency and performance of the unit. The employee exhibits mastery and leadership in all dimensions of the field work performed.
Exceeds Expectations	Performance at this level often surpasses established expectations. The employee regularly works beyond a majority of the performance expectations and has made significant contributions to the efficiency and performance of the unit. The employee exhibits mastery of most dimensions of the field of work performed.
Meets Expectations	Performance at this level meets established expectations. The employee has met all performance expectations and has contributed to the efficiency and performance of the unit. The employee is a competent and solid performer.
Below Expectations	Performance at this level is below the level of established expectations. The employee has failed to meet the performance expectations and improvement is required in significant dimensions of the job in order to meet expectations. The employee is not contributing to the efficiency and performance of the unit.

