

Performance Evaluation Rating Scale Details

1 = Does Not Meet Expectations

- employee did not consistently meet the job standards
- performance needs improvement in areas of consistent weakness
- employee requires close supervision to meet expectations
- if employee fails to improve, corrective action may be recommended

2 = Meets Expectations

- employee consistently met the job standards
- results were timely and accurate and were produced with minimum supervision
- employee recognized and adjusted well to changes in work situations and assignments
- solid, good performance was the employee's norm

3 = Occasionally Exceeds Expectations

- employee periodically exceeded the job standards
- employee achieved results above expectations
- employee showed exceptional performance and effort from time to time
- performance is sustained and uniformly high with thorough and on time results

4 = Consistently Exceeds Expectations

- employee clearly and consistently exceeded the job standards
- exceptional performance and effort was the employee's norm
- employee achieved results well beyond expectations
- employee contributed unique, innovative and workable solutions to projects and/or problems