Default Rating Scale for Competencies and Goals

Not Applicable/Too New
Employee is newly employed, has a new responsibility, or there was little or no opportunity to perform this competency or goal to be evaluated on this item.

Exemplary
Performance frequently exceeds critical objectives, competencies, and job responsibilities. Employee has made superior contributions to the department and/or College. Employee models effective behaviors that are an example to others. Employee needs little to no follow-up and direction. Comments are required.

Accomplished
Performance consistently meets most, and may exceed some, critical objectives, competencies, and job responsibilities in an effective and efficient manner. Employee has made the expected contributions to the department and/or College. Employee engages in activities to expand knowledge and skills to improve performance. Critical duties require appropriate supervisory follow-up and direction. Comments are optional.

Needs Development
Performance does not meet some critical objectives, competencies, and job responsibilities on a consistent basis. Employee infrequently engages in activities to expand knowledge and skills to improve performance. Critical duties require more than usual supervisor follow-up and direction. Supervisor has provided, or made available, support, additional training and resources for the employee’s development, but performance is lagging the expected pace towards “Accomplished.” Comments are required.

Unsatisfactory
Performance does not meet many or most critical objectives, competencies, and/or job responsibilities on a consistent basis. Deficiencies exist and impact performance. Employee requires significant follow-up and direction. Supervisor(s) have provided, or made available, support, additional training and resources to the employee, but performance has remained inadequate. Employee is not developing at an appropriate pace towards “Accomplished.” Comments and documentation are required.