*my*PERFORMANCE
EVALUATION RATINGS
Non-Teaching Employee Performance Evaluations

SCORE	RATING	DESCRIPTION
1	Does Not Meet Minimum Expectations	• Regularly fails to use this competency to achieve results at a level appropriate for the position • Does not follow through with coaching and/or training to use this competency at a level appropriate for this position • Routinely misses targeted metrics (e.g. quality, budget, quantity, deadlines) using this competency • Regularly fails to use this competency to achieve results **If employee receives this rating as the overall review rating, manager should contact Human Resources before meeting with the employee.
2	Needs Improvement	• Needs to strengthen this competency to achieve results at a level appropriate for this position • Needs further coaching and/or training to use this competency consistently at a level appropriate for this position • Misses some targeted metrics (e.g. quality, budget, quantity, deadlines) using this competency • Needs to strengthen this competency to achieve results using this competency **If employee receives this rating as the overall review rating, Manager should contact Human Resources before meeting with the employee.
3	Meets Expectations	• Demonstrates this competency at a level appropriate for the position • Is reliably and consistently successful in using this competency • Consistently achieves targeted metrics (e.g. quality, budget, quantity, deadlines) using this competency • Meets and sometimes exceeds expectations in how results are achieved using this competency
4	Exceeds Expectations	• Demonstrates this competency at levels exceeding expectations for the position • May be viewed as a role model and/or mentor in helping others develop this competency • Exceeds targeted metrics (e.g. quality, budget, quantity, deadlines) using this competency • Frequently exceeds expectations in how results are achieved using this competency
5	Exceptional	• Demonstrates this competency at levels exceeding expectations for the position and is recognized as outstanding within the department, division, and/or university • Is a clear role model and/or mentor in helping others develop this competency • Sets targeted metrics high and far exceeds them (e.g. quality, budget, quantity, deadlines) using this competency • Almost always exceeds expectations in how results are achieved using this competency