## Performance Evaluation Rating Scale

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<th>Ratings</th>
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| Exceptional Achievement          | Results achieved exceeded all performance expectations regarding this goal. Reserved for individuals who regularly, consistently and substantially exceed overall expectations. These individuals work with little or no supervision and produce work that is exceptionally high in quality with an outstanding additional contribution that deserves special recognition. | • Effectively juggles multiple priorities and maintains a positive attitude even under high levels of pressure  
• Contributions made to the overall department goals are clearly recognized by management and staff  
• Role model among peers relative to this goal  
• Readily and willingly assumes responsibility and accountability  
• Consistently exceeds performance standards  
• Routinely volunteers for extra duties |
| Achieved More than Expected Results | Results achieved exceeded most performance expectations regarding this goal. Similar to "Exceptional Achievement" but to a lesser degree. | • Often exceeds performance standards  
• Able to adapt to changing situations and always maintains a positive attitude  
• Will assume additional responsibilities when asked  
• Clearly stands out among peers relative to this goal  
• Recognized for expertise and leadership |
| Fully Achieved Expected Results   | Results achieved met all expectations regarding this goal and occasionally exceeded expectations. Good Solid Performance. | • Consistently performs at the expected level for this goal  
• Applies sound judgment when making decisions and makes infrequent errors  
• Responds appropriately to questions and resolves problems with little or no direction  
• Willingly puts in extra time when necessary to meet this goal  
• Minimizes wasted downtime and continuously works to improve performance  
• Supports department colleagues and management in actions/communications |
| Partially Achieved Expected Results | Results achieved met some, but not all, expectations regarding this goal. There is need for improvement in certain areas to reach the “Fully Achieved” level. | • Inconsistent performance relative to expectations  
• Can meet or exceed expectations in some performance areas, but may not meet expectations in others  
• Requires considerable supervision and consultation to implement this goal in a timely, effective manner  
• May fail to recognize and respond effectively to obstacles or changing priorities  
• Demonstrates willingness to improve performance and accepts and applies constructive feedback. |
| Did Not Achieve Expected Results  | Results clearly did not meet expectations regarding this goal.                                                                 | • Employee seems unwilling or unable to improve  
• Regularly fails to successfully carry out responsibilities  
• Requires substantial supervision and modification of this goal  
• Unable to effectively respond to obstacles/crisis  
• Often does not recognize issues or concerns and does not adapt to change |