

PERFORMANCE EVALUATION RATING SCALE

Rating	Individual Goal (What)	Individual Competency (How)
	<i>Use this scale to assign a rating for each goal or objective assigned to the individual. Consider results against each goal independently.</i>	<i>Use this scale to assign a rating for each competency. Assess how this employee demonstrates each competency, as described in the target behaviors.</i>
Exceptional Achievement	Results exceeded all performance expectations regarding this goal.	Always demonstrated this competency at a <u>superior</u> level. Functioned as an internal expert across Drexel University with this competency, teaching or coaching others, in addition to serving as a role model.
Achieved More Than Expected Results	Results exceeded most performance expectations regarding this goal.	Consistently demonstrated this competency at a <u>high</u> level. May have been viewed as a role model and clearly stood out among peers relative to this competency.
Fully Achieved Expected Results	Results met all expectations regarding this goal. (GOOD SOLID PERFORMANCE)	Consistently demonstrated this competency at the <u>expected</u> level without assistance or direction from others.
Partially Achieved Expected Results	Results met some, but not all, expectations regarding this goal.	Inconsistently demonstrated this competency at the <u>expected</u> level. Sometimes required assistance or direction from others.
Did Not Achieve Results	Results did not meet expectations regarding this goal.	Did not demonstrate this competency at the expected level.

The overall rating should reflect the employee's total performance against goals, as well as performance against competencies.

Overall Rating	
	<i>Use this scale to assign an overall rating that reflects the individual's level of performance for the full performance cycle. Consider overall accomplishments against goals, as well as level of competency demonstrated in achieving those objectives.</i>
Exceptional Achievement	Results exceeded all objectives, <i>and</i> demonstrated all competencies at a superior level. Contributions to the department/organization were exceptional during this performance cycle.
Achieved More Than Expected Results	Results exceeded most objectives, <i>and</i> demonstrated all competencies at a high level.
Fully Achieved Expected Results	Results met all objectives (and may have exceeded some objectives), <i>and</i> demonstrated all competencies at the expected level. (GOOD SOLID PERFORMANCE)
Partially Achieved Expected Results	Achieved some but not all objectives <i>and/or</i> inconsistently demonstrated competencies at the expected level.
Did Not Achieve Results	Results did not meet most objectives <i>and/or</i> did not demonstrate competencies at the expected level.