Performance Rating Definitions

GOAL PERFORMANCE RATINGS

**Exceeded Expectations** - Significantly and consistently exceeded expected results for this goal, while exhibiting exceptional workplace behaviors. Demonstrated personal initiative in accomplishing this goal, consistently going “above and beyond expectations.”

**Met Expectations** – Has reliably met, or at times exceeded, the expectations of timeliness, quality and quantity associated with this goal while demonstrating expected workplace behaviors. Employee could be counted on to deliver sustained results without extra supervision or reminders.

**Less than Expectations** – Did not consistently contribute to goal achievement nor achieve overall targeted performance for this goal. Occasionally or frequently did not produce the quality, quantity of timely work manner expected of the given job role. While achieving results, the employee did not adequately demonstrate expected workplace behaviors. Employee may require significant direction or assistance to meet this target.

OVERALL PERFORMANCE RATINGS

(5) **Distinguished Contributor** - Employee contributed overall extraordinary results well beyond what is expected of position and made remarkable contributions to his/her team and the organization. Exceptionally exhibited effective workplace behaviors.

(4) **Significant Contributor** - Employee consistently contributed significantly above what is expected of position and made important contributions to his/her team and the organization, including continuous improvements. Substantially exhibited effective workplace behaviors.

(3) **Valued Contributor** - Employee consistently made meaningful contributions to his/her team and the organization. Employee met, or at times exceeded, overall expectations regarding goal and role accomplishment in terms of quality, quantity and timeliness. Consistently exhibited effective workplace behaviors.

(2) **Inconsistent Contributor** - Employee was inconsistent in achieving expected performance level, and typically required more supervision and guidance than necessary. May have demonstrated behaviors that are not consistent with expectations. Was not reliable at times, and needs improvement.

(1) **Unsatisfactory Contributor** - Employee consistently underperformed and provided inadequate value to his/her team and the organization. A Performance Improvement Plan (PIP) should be considered as appropriate.