PERFORMANCE MANAGEMENT & DEVELOPMENT PROGRAM RATING SCALE GUIDE

The Performance Management & Development Program (PMDP) rating scale guide is focused on providing clear levels of performance standards. The rating scale is meant as a best practice tool to aid managers and supervisors with the evaluation of employees. The definitions/examples contain language and common terminology that can be applied to measure the level of each employee’s performance.

Encouraging professional growth as well as developing healthy, inclusive and engaging employee/manager/supervisor relationships through effective performance activities is an essential component of a Performance Management & Development program.

PERFORMANCE RATINGS

| EXEMPLARY | • Performance consistently exceeded the communicated expectations in all essential areas of responsibility, job function or goals  
|           | • Overall quality of work was excellent  
|           | • Employee made an exceptional or unique contribution in support of school, college, division or University objectives  
|           | • Employee demonstrated a very high degree of expertise and serves as a model of excellence or coach to other employees |
| SUCCESSFUL | • Performance consistently met the communicated expectations in all essential areas of responsibility, job function or goals  
|           | • May occasionally exceed requirements  
|           | • This rating conveys solid, effective performance |
| DEVELOPING | • Performance met the communicated expectations in most areas of responsibility, job function or goals  
|           | • Employee is progressing and on track to achieve expectations, job functions or goals |
| PARTIALLY MEETING | • Performance did not consistently meet communicated expectations in one or more areas of responsibility, job function or goals  
|           | • A professional development plan to improve performance may be recommended |
| NOT MEETING | • Performance was consistently below expectations in most areas of responsibility, job function and goals and/or reasonable progress was not made  
|           | • Significant improvement is needed in one or more important area  
|           | • A professional development plan to correct performance, including timelines, should be outlined and monitored to measure progress |
| UNABLE TO RATE / NOT RATED | • Not rated – not using  
|           | • Criteria not being measured – comments only  
|           | • Not applicable to employee’s role  
|           | • Not yet trained – unable to rate |