

PMDP

PERFORMANCE MANAGEMENT & DEVELOPMENT PROGRAM

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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• Not rated – not using• Criteria not being measured – comments only• Not applicable to employee's role• Not yet trained – unable to rate