Competency Rating Scale

Competencies are rated on the following scale:

Exceeds Standards

The employee regularly demonstrates superior performance. Both what is produced and how it is produced far exceed institutional standards and expectations of the position. The employee is extraordinarily competent and productive. Performance at this level occurs throughout the year and across all key aspects of the position. This employee is often sought out by others for counsel and assistance, and is widely recognized as a role model. Examples of the results and sought-after expertise must be given. This rating should be reserved for truly outstanding performance throughout the review period.

Above Average

The employee demonstrates strong, consistent performance in all or almost all competencies, skills, and responsibilities. Both what is produced and how it is produced meet and often exceed institutional standards and expectations of the position. Results add value beyond the scope of the current role, often benefiting the division/department. Examples of these results must be given to receive this rating. This rating should be reserved for employees with strong, commendable performance.

Satisfactory

The employee consistently demonstrates capable or satisfactory performance. Both what is produced and how it is produced meet the standards and expectations of the position. The employee is a dependable, competent, knowledgeable individual who meets and occasionally exceeds expectations of the position. This rating conveys solid, effective performance.

Below Average

The employee demonstrates adequate performance in most areas, but needs improvement in one or more significant aspects that are critical to the position. Either what is produced or how it is produced requires improvement in one or more areas to meet the expectations of the position and institution. Such performance shortfalls may be attributable to newness on the job, missing or undeveloped skills, and/or experience. Regardless, this rating conveys that performance is below expectations in one or more areas and must be improved. A performance improvement plan and review by HR is required.

Unsatisfactory

The employee frequently performs below the level expected of this position in all or almost all key aspects of the position. Both what is produced and how it is produced are below institutional standards and clearly unacceptable. Unless there is obvious and immediate improvement, a performance improvement plan and review by HR is required.

> Questions? We are here to help! Contact our Human Resources Office with any questions.

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