

Performance Assessment Rating Categories

Top Performer	<p>Employees in this category consistently and substantially exceed requirements of the position and perform at maximum levels of effectiveness. They exhibit leadership behaviors consistent with the university values. They are often considered role models. Typically this employee is innovative, bringing new ideas or processes to the department which benefit the university. Top Performers are creative problem solvers implementing new ways of working or processing information to make a significant positive change. They can be described as “distinguished”, “remarkable” and “extraordinary”. They exhibit exceptional quality while meeting challenging demands.</p>
Valued Performer	<p>Employees in this category consistently meet and/or exceed requirements of the position and perform in a fully satisfactory and reliable manner. Performance in this category reflects employees who successfully do their jobs while at the same time demonstrating leadership behaviors consistent with the university values. Performance is consistent, resulting in a regular, ongoing achievement of the established standards. Performance by this employee enhances the opportunity for the department to achieve its goals. They can be described as “knowledgeable”, “initiator”, and “reliable”.</p>
Opportunity for Improvement	<p>Employees in this category may inconsistently meet established norms and standards for the position or may regularly fail to meet the established standards and goals for the position. Performance is not at expected level and/or was not done in a way that demonstrates the university values. The employee meets some of the minimum requirements of the position, but may need to improve performance to meet expected levels in some areas of performance. This category includes employees who may be new in their job and learning new skills and/or employees who need to improve and develop in their job. Immediate and sustained improvement is required for staff in this category. Managers of these employees should be meeting with the employee on a frequent basis. Managers may also consult with a Business Partner in Human Resources for additional assistance.</p>