

Sample Performance Rating Document Note: you will want to change the definitions to fit your organization and identify your organizational values (sometimes reflected in a Competency Model or as Performance Factors)

INSTRUCTIONS

Indicate the performance effectiveness levels for:

Job Competence (Job Responsibilities, Skills and Goals) **AND Behaviors** (Organizational Values)

Job Competence	Behaviors	Ratings	Rating Description
X		Outstanding/ Outperforming	<ul style="list-style-type: none"> Individual in this category demonstrated exceptional ability to exhibit organizational values. All Job Competence requirements, planned goals and objectives were achieved well above expectations <u>Accomplishments were made in unexpected areas.</u>
		Exceeds Expectations	<ul style="list-style-type: none"> Individuals in this category consistently exceeds expectations in most of the organizational values. All requirements were met and goals and objectives were <u>achieved above the established standards.</u>
		Solid Performer	<ul style="list-style-type: none"> Individuals in this category consistently meet expectations and at times exceeds them in demonstrating organizational values. The requirements of performance were met and goals and objectives were achieved.
		Developing Performer	<ul style="list-style-type: none"> A rating at this level reflects that the individual is in a growth and learning mode in terms of organizational values and/or Job Competence. Greater growth and development in the role can and are in the process of being achieved. Developmental goals and skills development support will help this individual continue to learn and grow their capabilities. <u>New employees, newly promoted or transferred employees tend to fall into the growth and development mode.</u> Support: requires support in the form of coaching and feedback to continue making progress.
	X	Improvement Required	<ul style="list-style-type: none"> Performance is somewhat below expectations for full competence, but some elements of satisfactory performance are exhibited. A rating at this level anticipates that improvement is achievable. This rating requires that a performance support plan be written. <i>Supervision: Requires greater than usual time and attention by supervisor.</i>
		Unsatisfactory	<ul style="list-style-type: none"> Performance is consistently below expectations. A rating at this level requires that a performance plan be written. <i>Supervision: Requires excessive time and attention by supervisor.</i>



Employee Performance Solutions