

Rating Levels for Administrative/Exempt Staff Evaluations

These factors are considered during the employee's evaluation. The employee must be evaluated on each competency.

- ***Exceeded Expected Outcomes:*** Consistently or significantly exceeds expectations in all critical elements of the position. Exhibits understanding and mastery of duties, responsibilities, and behavior expectations; needs minimal supervision. Consistently exercises initiative and good judgment in dealing with non-routine work situations.
- ***Achieved Expected Outcomes:*** Consistently meets expectations in all critical areas and may exceed expectations in some. Performance ranges from highly competent; needs direction only in non-routine work situations or occasional supervision on some routine aspects of job.
- ***Needs Improvement:*** Occasionally fails to meet expectations. Requires some supervision to complete routine tasks; occasionally needs reminders regarding goals, objectives, and behavior expectation.
- ***Unsatisfactory:*** Frequently fails to meet expectations. Requires continuing supervision to complete routine tasks; frequently needs reminders regarding goals, objectives, and behavior expectation.