

MR.GANESAN
PROFESSOR
ICON

The Performance Appraisal Criteria & Rating

➤ **The Annual Performance Review**

A formal performance review must be conducted each year consisting of discussion(s) between the supervisor and the staff member and a written record of the appraisal. Discussions should occur more frequently if needed, such as when changes in the job require the assignment of new responsibilities, when new objectives are developed, or if the staff member requires a more structured approach in order to encourage improved performance. **The content of the formal appraisal discussion should not be a surprise to either party!**

➤ **Criteria for Assignment of Overall Performance Rating**

EXCEEDS JOB EXPECTATIONS - Consistently exemplary performance, including in demanding situations or circumstances.

This staff member's performance is superior and consistently exceeds the requirements of the job. This exemplary high performance level is also seen in demanding situations and circumstances.

He/she excels in the accomplishment of all responsibilities, tasks, and objectives, having performed with the utmost excellence in each and all objectives of job performance on a sustained basis. He or she is widely recognized as an expert because of his or her own exceptional knowledge and authority.

The decisions and recommendations of this person are sound and they are frequently related to the highest priority and most complex aspect of the position's responsibilities.

This staff member demonstrates a thorough understanding of the job, frequently perceives aspects of the position which are seldom perceived by others, and initiates, plans for, and accomplishes many innovative and valuable objectives for the unit/department/University. Use of this rating category should be used sparingly to avoid reducing the value of the next rating below.

MEETS JOB EXPECTATIONS - Competent performance in most situations and circumstances.

The performance of this staff member fully meets the standards and requirements of the job. This staff member's performance is satisfactory and exceeds the requirements of the job in one or more areas and meets the requirements of the job in all other areas. This is a consistently competent performer. **It is important to keep in mind "meets job expectations" is the standard and most employees' performance will fall into this category.**

The performance of the high priority and most complex responsibilities is accomplished with competence and thoroughness. The staff member is steady, reliable, and competent, and work is accomplished with a minimum of supervision.

The decisions and recommendations of this person are generally sound and are usually related to important and structured areas of this position's responsibilities.

The staff member usually takes initiative and accomplishes worthwhile objectives on behalf of the unit/department/University.

PARTIALLY MEETS JOB EXPECTATIONS – Shows capability, but in a variable manner. Improvement needed in key areas.

The “*partially meets job expectations*” rating is for those aspects of performance which may require some additional training and development or for performance in certain areas that is not consistent. Staff member shows capability, but in a variable manner.

Either performance of job functions is lacking or for the staff member to maintain job performance level and achieve the desired position objectives, regular mentoring and coaching is necessary in the under-achieved areas of the job.

This staff member may occasionally originate worthwhile objectives but also fail to meet all of the objectives of this position which are established by performance standards. Although the staff member's performance is not considered completely unacceptable, there is room for improvement of work performance.

DOES NOT MEET EXPECTATIONS – Major or ongoing problems that negatively impact organizational objectives.

Performance consistently does not meet the requirements and acceptable standards of the position.

This staff member's performance is below the normal expectations for a substantial number of the aspects of the job. Portions of the job expectations/objectives are either not met or are met only with a minimum level of acceptability.

The decisions and recommendations of this staff member are often not sound, and when undertaken, are usually in the routine or structured areas of the job, and may negatively impact organizational or operational objectives.

There is a clear need to make a concentrated effort to improve the staff member's performance. The staff member may need additional training or is not capable of assuming responsibilities necessary to attain minimum standards. If performance does not improve in a reasonable period of time, Labor Relations should be consulted for formal action.