

GUIDELINES FOR OVERALL PERFORMANCE RATING

Important Points:

- There should be no surprises at evaluation time that influence an employee's overall rating. Any issues not previously discussed or documented should be in place prior to the evaluation.
- Whatever method your department chooses to use in determining overall performance rating, it should be:
 - communicated to all staff
 - consistent across all staff job families

Scale	Guidelines
Performance Not Met	<ul style="list-style-type: none"> ● This category is used when employees have consistently not met their job expectations over the course of the last fiscal year. ● It would be expected that you would have already counseled the employee on the issues that led to this overall rating ● Employees in this category rarely get performance salary increases (unless pre-determined by a contract).
Performance Approaching	<ul style="list-style-type: none"> ● This category can be used for two purposes. One is to indicate performance issues that need attention, the other is to indicate performance for a new hire or someone with a new role who has not been in the position long enough to fully evaluate performance. ● For staff that are new to UMHHC or their roles: <ul style="list-style-type: none"> ◦ Have not been on the job for more than 6 months (or whatever timeframe is appropriate for you to evaluate performance) ◦ Still mastering new skills and responsibilities ◦ You expect the employee will be a solid performer next year ● For staff whose performance is less than solid: <ul style="list-style-type: none"> ◦ Inconsistent demonstration of essential duties/competencies of the job ◦ Needs to demonstrate growth and improvement in order to meet job requirements ◦ Specific action plan should be developed to improve performance that includes targets and checkpoints
Solid Performer/ Proficient/ Meets	<ul style="list-style-type: none"> ● This category is used when the employee is fully capable, effective and provides value for the organization ● Serves as a role model: <ul style="list-style-type: none"> ◦ Receives compliments on their work ◦ Work is thorough and accurate; is accountable for own outcomes ◦ Competent in all areas of their position ◦ Contributes to the goals of the organization and the unit ◦ Exhibits professional demeanor; shows dedication to position ◦ Requires little or no supervision ◦ Strong skills
Exemplary/ Surpassing/ Exceeds Performance	<ul style="list-style-type: none"> ● This category is used when the employee regularly meets solid performer plus: <ul style="list-style-type: none"> ● Demonstrates excellence and exceeds expectations consistently ● Accomplishments have significant impact on mission/goals ● Anticipates problems/needs and takes proactive steps ● Actively mentors ● Work is innovative and exceptional ● Continuously increases the quality and/or quantity of contribution ● Is a "go to" person

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