

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