GENERAL DESCRIPTORS OF CATEGORIES 1 thru 6

1* The employee's performance rated in this category is unacceptable. This condition must be remedied for continued, status quo, performance to continue. Most likely a serious, underlying problem exists: the employee may be currently undergoing progressive discipline, may be totally lacking in comprehension of job requirements, and/or the position itself and the employee holding the position are not a mutual fit. A change in employee/employment status should be imminent.

2* The employee's performance rated in this category requires improvement. Standards are often not met, and/or the employee's efforts may be inconsistent and thus problematic. In most cases, the situation can be remedied by genuine, quality employee effort and concentrated coaching/monitoring by a superior to produce acceptable results. Performances in this category are significantly more likely to improve than those in category #1. In category 2, the supervisor possesses a concrete reason to believe that timely improvement can/will/may occur and has a plan for doing so with which the employee will concur.

3 The performances of the overwhelming majority of employees fall into this category. This category could be considered baseline: performances rated here can be characterized as competent or satisfactory. The employee knows how to do the job and consistently performs all functions of it at an acceptable standard. The job gets done. This rating is NOT a negative one.

4 Employee performances falling into this category are highly competent. This category builds upon the previous one in that even during extraordinary situations, as well as during stress or pressure, the employee's performance remains consistently at the same satisfactory level. Such constancy in proven performance in spite of obstacles indicates that a higher value is attributed to this employee's efforts than what is described in category #3.

5* Employee performances at this level demonstrate not only a high individual quality level, but a demonstrated, proven concern for the overall efforts of the team. Problems with and concerns about employee performance are absent from such efforts which can be characterized as very good, excellent, superior, or impressive. This level is indicated to employees performing at a lower level as the one to which they might most realistically aspire.

6* An occasional but rare employee performance falls into this outstanding category. This employee performance takes the job to a new level, one for which the evaluator is able to provide extensive proof. Fewer than 5% of all performances fall into this category. This performance effort is marked by strong leadership capabilities and as such is an invaluable resource for management. (This does NOT imply that a supervisory component to the current position exists.) Possibly employment at a level higher than the current position may take more complete advantage of this employee's talents. A rating in this category is generally not appropriate for a new or recent hire. Use caution in utilizing this category multiple times on one individual's evaluation.

* Documentation must be available to substantiate ratings of 1, 2, 5, and 6.