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| --- | --- | --- |
| **Exceeds:** | **Meets** | **Below** |
| Performance is greatly above the job requirements. Generally, the employee goes well beyond the performance criteria, doing **outstanding** work. Job performance is excellent, and above and beyond what is expected of employees in this job. The employee requires less than usual supervision. Performance that exceeds criteria is due to the effort and ability of the employee. Any performance “below criteria” is minor or due to events not under the control of the employee. The employee’s performance may have an important positive effect on how well the work group does, overall. The employee’s performance is **superior**. | Performance satisfies the job requirements. Generally, the employee performs according to the criteria, doing **a good job**. The employee is doing the job at the level expected for employees in this position. The good performance is due to the employee’s own effort and ability. Usual levels of supervision are needed. The employee may make a strong contribution to meeting the work group’s goals. A large number of employees will fall in this category. This rating includes a **broad range** of performance, from just **barely satisfactory** to **highly satisfactory**. | Performance generally fails to meet criteria or requires extremely high levels of supervision. The employee is not doing the job at the level expected. Unsuccessful job performance is due to the employee’s own lack of effort or ability. The employee’s performance may hurt the performance of the work group, overall. The employee’s performance is **unsatisfactory.** |

# Use the following steps to determine Job Duty ratings:

## 1. Review the **performance criteria** set forth for **each job duty** that describes successful performance.

* Ask yourself: “*To what extent did the employee complete all of the performance criteria*?”
* Rate individual performance criteria; then average all of the criteria ratings for the duty.

## 2. Refer to your **notes and record** for facts and specific examples of the employee’s performance over the review period.

* Remember, ratings must be supported with facts and specific examples to justify the rating.
* Create a log of an employee’s assignments, e-mails, statistics, work activity logs for reference.

## 3. Refer to the **Job Duty Ratings definitions** above and considerations below to evaluate each job duty.

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| **Exceeds**:   * Demonstrate rating with facts/examples to the reviewer * Needs **reviewer** approval at Stage C. * Should reflect either excellence in daily work or unique product development that supports the agency’s mission. * Not a lifetime designation. Employee may be rated Exceeds at one stage but not another. * *Not to reward ‘good’ or ‘easy to get along with’ employees*. * Mandatory comments if rated *Exceeds*. | **Meets**:   * Applies to the majority of your staff. * *Do not use to avoid addressing poor performance and work of an RDP* | **Below**:   * Used when performance fails to meet basic job requirements. * Must have given notice and coached at Stages B; must give **90 days-notice** at Stage C |

## 4. Ask for input from the employee prior to completing your assessment.

* Gains additional perspective on the employee’s performance and makes sure you haven’t overlooked a point of contribution. Or allows you to prepare to defend a different point-of-view.

## 5. Ask for input from an employee’s **prior supervisor** if a reporting structure changed during the review period.

* If an employee changes his/her supervisor during the year, the new supervisor should consult with the former supervisor to ensure the evaluation reflects performance for the entire period.

## 6. Test for objectivity. Reconsider the rating if the answer to any of the following questions is no:

* “*Have I fairly evaluated this employee, focusing only on performance?”*
* *“Have I excluded any unintended bias or external factors not within the employee’s control?”*
* *“Can I justify the rating I recommend with facts and examples to the reviewer and to the employee?*

## 7. Invite your reviewer to play an accountable role by sharing your ratings and comments for review:

* Reviewers ensure that ratings for the employee is a fair and an accurate reflection of performance for the year.
* Reviewers are expected to ensure that there is consistency in ratings within and across the units.