



## Checklist for Determining Ratings

The following steps guide *supervisors* and *reviewers* through determining job duty and overall ratings.

Exceeds/Excels	Meets	Below
<p>Performance is greatly above the job requirements. Generally, the employee does well beyond the performance criteria, doing <b>outstanding</b> 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 <b>superior</b>.</p> <p><b>Note:</b> Supervisors and reviewers must always explain an "exceeds/excels" rating.</p>	<p>Performance satisfies the job requirements. Generally, the employee performs according to the criteria, doing <b>a good job</b>. The employee is doing the job at the level expected for employees in this position. This 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 <b>broad range</b> of performance, from just <b>barely satisfactory</b> to <b>highly satisfactory</b>.</p>	<p>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 <b>unsatisfactory</b>.</p> <p>When a supervisor rates performance on one job duty, they should consider the criteria listed on the EPRS form for that duty.</p> <p><b>Note:</b> Supervisors and reviewers must always explain a "below" rating. If an overall rating of below is selected, a Remedial Development Plan must be created and your EPRS Coordinator must be notified.</p>

### 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 records** 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, emails, statistics, and work activity logs for reference.

3. Refer to the **ratings definitions** above and considerations below to evaluate each job duty.

<b>Exceeds/Excels:</b>	<b>Meets:</b>	<b>Below:</b>
<ul style="list-style-type: none"><li>• Demonstrate rating with facts/examples to the reviewer</li><li>• Should reflect either excellence in daily work routine or unique product development that supports the agency's mission</li><li>• It is possible for employees to be rated an exceeds/excels at one stage but not on another</li><li>• Comments are <b>mandatory</b> for this rating designation</li></ul>	<ul style="list-style-type: none"><li>• Applies to the majority of staff</li><li>• This rating is for employees who are working at the expected level</li></ul>	<ul style="list-style-type: none"><li>• Used when performance fails to meet basic job requirements</li><li>• Comments are <b>mandatory</b> for this rating designation</li></ul>

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

- This provides additional perspective on the employee's performance and makes sure you haven't overlooked a point of contribution. It also allows the supervisor to prepare to defend any different points 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 their 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 fairly and accurately reflect performance for the year.
- Reviewers are expected to ensure that there is consistency in ratings within and across the units.

**Use the following steps to determine Overall Ratings**

1. Review the **job duty ratings** set forth and consider **overall performance**.

- Ask yourself: “Over the course of the year, how has this individual performed?”
- Remember, the **overall** rating should not be a simple average of the ratings of the duties. Think about **all** of the duties assigned during the year. Some duties are more important and done more often than others. These duties should be considered more in the overall rating. The overall rating should give your **bottom-line** evaluation of the employee’s total work this year.

2. Refer to your **notes and records** 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, emails, statistics, and work activity logs for reference.

3. Refer to the **ratings definitions** above and considerations below to evaluate overall performance.

<b>Exceeds/Excels:</b>	<b>Meets:</b>	<b>Below:</b>
<ul style="list-style-type: none"><li>• Demonstrate rating with facts/examples to the reviewer</li><li>• Discuss this rating with the <b>reviewer</b> before completing Stage C</li><li>• Should reflect either excellence in daily work routine or unique product development that supports the agency’s mission</li><li>• It is possible for employees to be rated an exceeds/excels at one stage but not on another</li><li>• Comments are mandatory for this rating designation</li></ul>	<ul style="list-style-type: none"><li>• Applies to the majority of staff</li><li>• This rating is for employees who are working at the expected level</li></ul>	<ul style="list-style-type: none"><li>• Used when performance fails to meet basic job requirements</li><li>• Discuss this rating with the <b>reviewer</b> before completing Stage C</li><li>• Comments are mandatory for this rating designation</li><li>• Employees must be given notice and coached at Stage B</li><li>• Employees must be given <b>90-day notice</b> before a below rating is assigned at Stage C</li><li>• If a below rating is selected, the <b>EPRS Coordinator</b> should be notified as well</li></ul>