

STONEHILL COLLEGE

Performance Management Rating Scale

This rating scale should be used at the mid-year & final appraisal meetings. There is a broad range of performance in the “achieves expectations” category. This means that there may be aspects of their jobs that they do well and others that they do extraordinarily well. These rating categories are used to evaluate specific aspects of job performance as well as overall job performance.

While most employees will receive an overall rating of “Achieves Expectations”, some individual job requirements, behaviors or goals may receive a rating of “Needs Improvement”. In addition, for those that receive an overall rating of “Needs Improvement”, some individual job requirements, behaviors or goals may receive a rating of “Achieves Expectations”. In either case, the overall rating should be reflective of the individual ratings throughout the form.

Achieves Expectations (AE)

Performance satisfies the job requirements. Generally the employee performs according to the criteria, doing a **good to excellent 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 successful**.

Needs Improvement (NI)

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. A **small number** of employees will fall in this category. The employee’s performance is **unsatisfactory**. Performance at this level may warrant a performance improvement plan.

In Progress (IP)

This rating is used if a goal is in progress and it is unclear to this point whether or not it will meet expectations.

While most employees will receive an overall rating of “Achieves Expectations”, some individual job requirements, behaviors or goals may receive a rating of “Needs Improvement”. In addition, for those that receive an overall rating of “Needs Improvement”, some individual job requirements, behaviors or goals may receive a rating of “Achieves Expectations”.

