

Performance Management Rating Scale

EXCEEDS EXPECTATIONS	MEETS EXPECTATIONS	DOES NOT MEET EXPECTATIONS
<ul style="list-style-type: none"> 1) Requires minimal supervision 2) Consistently surpasses job and performance expectations in many aspects of the job 3) Demonstrates commitment to the department and the College, and promotes a positive and productive work environment 4) Volunteers for extra work or responsibilities and is willing and able to help and support others 5) Effectively manages multiple priorities, tasks and projects 6) Demonstrates distinctive understanding of the aspects of the job and is able to effectively communicate and work with others 7) Follows policies and procedures and models acceptable behaviors 	<ul style="list-style-type: none"> 1) Requires moderate supervision 2) Meets and occasionally exceeds job expectations 3) Is reliable in attaining expected results, timely and efficient 4) Applies logic and reason successfully when making decisions 5) Demonstrates appropriate judgment and initiative in responding to and solving problems 6) Maintains up-to-date knowledge and expertise 7) Adheres to policies and time and attendance rules 	<ul style="list-style-type: none"> 1) Requires substantial supervision 2) Negligent in carrying out responsibilities 3) Fails to anticipate, respond to or identify routine problems or changes in direction 4) Needs constant re-training and guidance on basic functions 5) Habitually fails to adhere to policies and/or time and attendance rules 6) Purposefully insubordinate 7) Misuses or damages College's resources



Rating Scale and Criteria

The rating scale offers a high degree of structure for appraisals. Each evaluation factor is based on the individual employee's performance towards job expectations and established goals. This table provides the criteria for the assignment of the overall performance rating, as well as guidance for differentiation between the ratings.