Evaluation Rating Recommendations

Stars	1	2	3	4	5
Description	**Unacceptable**	**Needs Improvement**	**Meets Expectations**	**Exceeds Expectations**	**Exceptional**
Alternate Description	**Did not meet expectations**	**Sometimes met expectations**	**Consistently met expectations**	**Consistently exceeded expectations**	**Far exceeded expectation**
Competency	**Employee does not demonstrate the competency or fails to utilize the competency in job duties**	**Employee sometimes demonstrates the competency or sometimes utilizes the competency in job duties**	**Employee consistently demonstrates the competency and routinely utilizes it in job duties**	**Employee consistently demonstrates the competency beyond departmental standards and utilizes it in job duties to exceed departmental standards consistently**	**Employee consistently demonstrates the competency far exceeding departmental standards and utilizes it in job duties to far exceed departmental standards consistently**
Goals	**Employee failed to accomplish the goal or outcome(s) of goal failed to meet departmental expectations**	**Employee has partially met the goal, or the outcome(s) of the goal met some of the departmental expectations**	**Employee completed the goal in a timely manner and met all the success criteria**	**Employee's work on the goal consistently exceeded departmental expectations**	**Employee's work on the goal far exceeded departmental expectations consistently**
If compared to letter grades	**F**	**C**	**A**	**A+**	**A++**

If employee is above or below meeting expectations, supervisor should be able to provide specific examples to note why performance exceeds or fails to meet expectations.