

PERFORMANCE EVALUATION RATINGS DEFINITIONS

PE TEMPLATE	RATINGS & DEFINITIONS				
UAPD, CSUEU, TEAMSTERS, SUPA, C99	UNSATISFACTORY	NEEDS IMPROVEMENT	SATISFACTORY	VERY GOOD	EXCELLENT
	Workgroup objectives and priorities are not met. Minimal planning without considering objectives, priorities or standards.	Work plans and daily work are inconsistent with work group objectives and priorities.	Amount of work compares to quantity standards and goals for the position. Is considered productive, utilizing time well by performing other jobs related to tasks that may arise unexpectedly. Completes all work assigned in a timely manner.	Plans in detail, considers objectives, priorities, and interrelations between tasks required. Independently makes adjustments to meet work group needs. Produces beyond the average expectations.	Planning is exceptionally complete; objectives clearly accomplished; spots potential problems; follows up effectively. Output consistently exceeds what is expected.
CSUEU (Unit 9, IT Positions Only)	n/a	NEEDS IMPROVEMENT (1-3)	MEETS EXPECTATIONS (4)	VERY GOOD (5-6)	EXCELLENT (7)
	n/a	Achievement below expected level	Achievement at expected level	Achievement above expected level	Achievement above expected level
APC	UNACCEPTABLE	BELOW EXPECTATIONS	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	OUTSTANDING
	Performance is clearly inadequate. Employee has demonstrated an inability or unwillingness to improve or meet expectations. Performance is not acceptable for position held. Specific deficiencies should be noted either in Section D or in a signed and dated attachment.	Total performance periodically or regularly falls short of expectations. Specific deficiencies should be noted in Section D or in a signed and dated attachment.	Meets all normal requirements of the position in a competent manner.	Consistently competent performance exceeding normal standards in all critical factors for the position.	Total performance is far above normal standards for the position.
MPP	UNSATISFACTORY	NEEDS IMPROVEMENT	MEETS EXPECTATIONS	EXCEEDS EXPECTATIONS	OUTSTANDING
	Performance that consistently fails to meet the job requirements in most essential areas of responsibility, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas. Overall performance does not meet established job responsibilities or goals within job level, or work is performed in a manner that is inconsistent with university ethics, values, and behaviors.	Performance that does not consistently meet the job requirements – performance failed to meet expectations in one or more essential areas of responsibility, and/or one or more of the most critical goals were not met. Overall performance does not consistently meet established job responsibilities or goals within job level, or work is performed in a manner that is not consistent with university ethics, values, and behaviors	Performance that consistently fulfills the job requirements in all essential areas of responsibility, at times possibly exceeding expectations, and the quality of work overall was very good. Work is performed in a manner that is sufficiently consistent with company ethics, values, and behaviors. The most critical annual goals were met.	Performance that consistently fulfills the job requirements and exceeds expectations in all essential areas of responsibility, and the quality of work overall was excellent. Frequently exceeds or performs at and occasionally surpasses maximum level of proficiency or competence, quality and timeliness. Work is performed in a manner that exemplifies university ethics, values, and behaviors.	Performance that exceeds expectations and is consistently outstanding due to exceptionally high quality of work performed in all essential areas of responsibility, resulting in contributions with tremendous and positive impact to the department/university. May be unique, often one-time achievements that measurably improve progress toward organizational goals. Easily recognized as a top performer compared to peers. Employees at this level create breakthrough performance and significantly elevate workgroup effectiveness and work is performed in a manner that exemplifies university ethics, values, and behaviors. This rating is achievable, though given infrequently.