

### (5) Exceptional – More than 450 points

Overall performance consistently exceeds all relevant performance expectations. All goals and planned objectives have been met.

- Highly persistent; always completes task on time.
- Displays unusual drive and perseverance, anticipates needed actions, frequently suggests better ways of doing things.
- Uses exceptionally good judgment when analyzing facts and solving problems.
- Extremely cooperative, stimulates teamwork and good attitude in others.
- Always regular and prompt, perfect attendance, absent only in rare emergencies.
- Exceptionally good planning and organizing skills. Conscientious.
- Exceptional leader; consistently motivates others to superior performance.
- Exceptional decision-making abilities. Decisions are made in a timely manner.

### (4) Commendable – Between 401 and 450 points

Overall performance frequently exceeds all relevant performance expectations.

- Very well informed, seldom requires assistance and instruction.
- Quality above average with very few errors and mistakes.
- Produces more than most, above average.
- Very reliable, above average, usually persists in spite of difficulties.
- Self-starter, proceeds on own with little or no direction, progressive, makes some suggestions for improvement.
- Above average judgment, thinking is very mature and sound.
- Goes out of the way to cooperate and get along.
- Very prompt and regular in attendance, above average, pre-planned absences.
- Above average planning and organizing. Usually carries out assignments conscientiously.
- Usually, but not always motivational.
- Above average decision making abilities. Usually makes sound and timely decisions.

### (3) Satisfactory – Between 351 and 400 points.

Overall performance is consistent at expected relevant performance levels.

- Satisfactory job knowledge, understands and performs most phases of job well.
- Quality very satisfactory, usually produces error-free work.
- Handles a satisfactory volume of work, occasionally does more than is required.
- Usually gets the job done on time, works well under pressure.
- Very good performance, shows initiative in completing tasks.
- Handles most situations very well and makes sound decisions under normal circumstances.
- Cooperative, gets along well with others.
- Usually present and on time, normally pre-planned absences.
- Average planning and organizing. Occasionally requires assistance.
- Average decision-making skills. Sometimes requires assistance in making decisions.

## (2) Marginal – Between 251 and 350 points.

Overall performance is frequently below expected relevant performance levels.

- Limited knowledge of job, further training required, frequently requires assistance or instruction.
- Quantity of work is barely acceptable, below average.
- Sometimes unreliable, will avoid responsibility, satisfied to do the bare minimum.
- Does not proceed on own, waits for direction, routine worker.
- Uses questionable judgment at times, room for improvement.
- Indifferent, makes little effort to cooperate or is disruptive to the overall group or department.
- Lax in attendance and/or reporting on time, improvement needed to meet required standards.
- Frequently requires assistance in setting goals, prioritizing work assignments, and utilizing time. Considerable amount of supervision and guidance required.
- Needs to improve motivational and teamwork skills.
- Needs to improve decision-making and/or timeliness of decisions.

## (1) Unsatisfactory – Below 250 points.

Overall performance is unacceptable and needs considerable improvement to meet relevant job objectives.

- Lacks knowledge to perform job according to expected performance standards.
- Extremely low quantity of work produced.
- Usually unreliable, does not accept responsibility, gives up easily.
- Lacks initiative, sub-standard performance.
- Uses poor judgment when dealing with people and situations.
- Negative and hard to get along with.
- Often absent without sufficient reasons and/or frequently reports to work late or leaves early.
- Unacceptable planning and organizing skills. Does not utilize time efficiently or effectively.
- Makes poor decisions, frequently misses deadlines, adversely impacts overall work quality of the department.