

# Ratings Reference

## Job Performance

1 = Unsuccessful	2 = Successful	3 = Highly Successful
An employee at this level consistently does not meet core job requirements or expectations. They may miss deadlines, produce work that requires significant rework, or consistently fail to achieve assigned objectives. Performance often falls below acceptable standards, and significant improvement is needed across critical areas.	An employee rated "Successful" consistently meets all core job requirements and expectations. They reliably complete tasks on time, deliver quality work, and achieve assigned objectives. They are a dependable contributor, performing their duties effectively and contributing positively to team goals. This rating indicates solid, consistent performance.	An employee at this level consistently exceeds core job requirements and expectations. They demonstrate exceptional quality, efficiency, and initiative, often going above and beyond what's expected. They proactively solve problems, take on additional responsibilities, and make significant, measurable contributions that positively impact team or organizational goals. Their performance often serves as a benchmark for others.

## Skills & Competence

1 = Unsuccessful	2 = Successful	3 = Highly Successful
This rating indicates the individual consistently lacks the foundational skills or knowledge required for their role. They frequently need significant guidance, make errors due to skill gaps, or are unable to perform essential job tasks effectively. Substantial development and training are needed to bring their competence to an acceptable level.	An individual at this level consistently demonstrates the necessary skills and competence to perform their job effectively. They apply their knowledge reliably, handle typical job responsibilities with proficiency, and meet expectations for their role's skill requirements. They are a capable and dependable contributor in their areas of expertise.	This rating signifies that the individual consistently demonstrates exceptional mastery of the skills and competencies required for their role, often exceeding expectations. They are considered an expert or a go-to resource, proactively apply advanced knowledge, innovate solutions, and often mentor others. Their high level of competence significantly enhances team or organizational performance.

## Behavior

1 = Unsuccessful	2 = Successful	3 = Highly Successful
This rating indicates that the individual's attitude or behavior consistently detracts from the work environment or team effectiveness. They may frequently exhibit negative behaviors, resist collaboration, show a lack of respect, or struggle to adapt to feedback. Their conduct often creates challenges for others or goes against company values, requiring significant intervention.	An individual at this level consistently demonstrates a positive and professional attitude, contributing constructively to the workplace. They are generally collaborative, respectful of colleagues, and open to feedback. They handle workplace interactions appropriately and contribute to a productive and harmonious team environment.	This rating signifies an individual whose attitude and behavior consistently elevate the workplace environment and inspire others. They proactively foster a positive and inclusive culture, are exceptional collaborators, consistently demonstrate resilience and a solutions-oriented mindset, and embody company values as a role model. Their positive influence significantly enhances team morale and productivity.

## Quantity and Quality of Work

1 = Unsuccessful	2 = Successful	3 = Highly Successful
This rating indicates that the individual's work output consistently falls below acceptable levels for both quantity and/or quality. They may frequently miss output targets, produce work that requires significant corrections or revisions, or deliver results that do not meet required standards. Their work often impedes team progress or requires substantial additional effort from others.	An individual at this level consistently produces a reliable quantity of work that meets established quality standards. They deliver outputs efficiently, ensure accuracy and thoroughness in their tasks, and meet expected deadlines. Their work is dependable, contributing consistently to team goals without requiring frequent oversight or significant rework.	This rating signifies that the individual consistently delivers an exceptional quantity of work at a superior level of quality. They frequently exceed output targets, produce highly accurate and innovative work, and often identify efficiencies that benefit the team. Their contributions are consistently outstanding, demonstrating remarkable productivity and an unwavering commitment to excellence that significantly elevates overall team performance.

# Contribution to UDOT

1 = Unsuccessful	2 = Successful	3 = Highly Successful
<p>This rating indicates that the individual's contributions do not consistently support organizational goals or may hinder progress. They may lack awareness of the bigger picture, fail to align their work with broader company objectives, or their actions negatively impact cross-functional efforts. Their contribution does not meet the baseline expectation for supporting the company's mission.</p>	<p>An individual at this level consistently aligns their work with organizational goals and contributes positively to the company's broader success. They understand their role in the bigger picture, collaborate effectively with other departments when needed, and their efforts reliably support strategic initiatives. They are a dependable contributor to the organization as a whole.</p>	<p>This rating signifies an individual whose contributions consistently have a significant and measurable positive impact on the overall organization, often beyond their immediate team or role. They proactively identify and pursue opportunities that benefit the entire company, champion cross-functional collaboration, or initiate improvements that drive major organizational outcomes. Their influence demonstrably strengthens the company's mission and strategic objectives.</p>