



Overall Rating Definitions

Updated 8/2024

Exceptional Performance	Contributions have significant and consistently exceptional impact and value to the department and/or the organization. Makes unique, often one-time achievements that measurably advance progress towards organizational goals and/or result in major improvements. Excellent resource to provide expertise, guidance, advice, mentorship or support to others. Demonstrates a range of high-level competencies and actively takes on higher levels of responsibility. This rating is reserved for those employees truly outperforming what is expected in the role, and should be used thoughtfully and sparingly.
Solid Performance	Consistently demonstrates meaningful impact through accomplishments and contributions. This level of impact is reflective of a fully qualified and competent individual in this role. Someone who does their job effectively, prioritizes work, and produces expected results. Contributes positively to the overall objectives of the department and/or the larger organization. Achieves valuable accomplishments in several important areas of the job and/or on assigned projects. This rating is for those employees that are demonstrating consistent impact and are fully competent in their role.
Building Performance	Working toward gaining proficiency. This rating can be used when an employee is still coming up to speed with their job duties as appropriate, based on their tenure in the position. This rating is to be used as appropriate for new hires or those recently promoted only.
Inconsistent Performance	Meets some but not all expectations and/or goals of the position. Stronger or additional knowledge, skills, abilities, and/or productivity need to be demonstrated for consistent success in the role. This rating is recommended when an employee is meeting some but not all expectations and/or goals of the position.
Not Meeting Expectations	The quality of performance is below expectations for the role. Knowledge, skills, and abilities have not been demonstrated at appropriate levels. Immediate change in performance is required.