



Exempt Evaluation Scoring

Fails to Meet Expectation

Score = 1

A score of Fails to Meet Expectations indicates that the employee is performing unsatisfactorily, despite your efforts to turn their performance or behavior around.

- Performance, behavior, initiative, etc., is unsatisfactory.
- Employee has been given time to improve their problem performance or behavior.
- Coaching and Counseling sessions are documented.
- Human Resource Services Employee and Management Services has been consulted on the performance or behavior problem.
- A Performance Improvement Plan has been completed with the help of Employee and Management Services and implemented if appropriate.
- Comments supporting the score are required to be included in the evaluation.
- Supporting documentation should be available in the employee's performance file.

Needs Improvement

Score = 2

A score of Needs Improvement indicates that the employee's performance and behavior is generally meeting expectations, however, improvement is still needed to fully meet expectations in the established performance standards. An example may be an employee that was not meeting expectations and although the employee is beginning to improve due to coaching, counseling, and a performance improvement plan, he or she is not fully meeting the expectations yet.

- Still needs improvement to fully meet expectations.
- Coaching and counseling sessions are documented.
- Comments supporting the score are required to be included in the evaluation.
- Supporting documentation should be available in the employee's performance file.

Meets Expectations

Score = 3

A score of Meets Expectations indicates that the employee's performance or behavior fully meets the expectations of the established performance standards (is performing at the expected level of performance). It is important to convey to the employee that a rating of 3 is a desirable rating to achieve.

- Comments supporting the score should be included in the evaluation.
- Supporting documentation should be available in the employee's performance file.



Exceeds Expectations

Score = 4

A score of Exceeds Expectations indicates that the employee not only meets all of the performance and behavior expectations, but is performing at a level that is above what is expected or their behavior is above what is expected.

- Performance and Behavior exceeds the established standard.
- Comments supporting the score should be included in the evaluation.
- Supporting documentation should be available in the employee's performance file.

Exemplary

Score = 5

A score of Exemplary indicates that the employee's performance or behavior exceeds expectations on an on-going basis, and is worthy of imitation by others or serves as a model.

- Comments supporting the score should be included in the evaluation.
- Supporting documentation should be available in the employee's performance file.