

Trades Overall Performance:

[**Exceeds All Expectations**](http://www.ucalgary.ca/hr/performance-management-ps#quickset-field_collection_quicktabs_0)

* Significantly and consistently exceeds all goals and expectation(s) by producing a high quality and quantity of work that is above and beyond the requirements and expectations of the role.
* Results add value beyond the scope of the current role consistently benefiting the faculty, department and/or university.
* Excels at all core leadership competencies and is seen as a model of exceptional leadership behavior.
* Demonstrates a thorough understanding of the university’s vision and has fundamental and significant impact on the alignment of the department objectives with this vision.
* Exerts a major positive influence on management practices, operating procedures and/or program implementation contributing to university performance, goal attainment and/or recognition.
* Demonstrates exceptional in-depth knowledge of their job functions/duties and is highly recognized by others within the University community or within their area of expertise as an expert in their area of work.
* Exhibits model behavior that exemplifies the values and qualities of the university and is worthy of emulation by supervisors/staff members.

[**Meets Expectations while Exceeding**](http://www.ucalgary.ca/hr/performance-management-ps#quickset-field_collection_quicktabs_1) **Several**

* Achieved and frequently exceeded job expectations, goals and objectives through concerted effort and according to plan.
* Work is of above average quality in all significant areas of responsibility.
* Results add value beyond the scope of the current role or area, benefiting the faculty, department and/or university.
* Demonstrates a high level of competence on all core leadership competencies.
* Produces a high quality and/or volume of work that exceeds the expectations of the job.
* Demonstrates the ability to take on responsibility above and beyond their assigned duties with a high level of success.
* Carries out regular duties while also handling difficult assignments outside the usual scope of their role.
* Undertakes additional job functions/duties, through their own initiative, that enhance the performance of their team, and/or department.
* Requires little supervision.
* Exhibits model behavior that exemplifies the values and qualities of the university.

[**Meets Expectations**](http://www.ucalgary.ca/hr/performance-management-ps#quickset-field_collection_quicktabs_2)

* Demonstrates consistent and satisfactory performance in all aspects of the job.
* Effectively applies skills and knowledge to consistently achieve performance expectations.
* Work is competent in all significant areas of responsibility.
* Met job expectations, goals and objectives.
* Possesses knowledge, skills and behaviors to perform their duties successfully.
* Is self-motivated and requires average to minimal supervision.
* Consistently exhibits behavior that exemplifies the values of the university.

[**Meets Most Expectations / Developing in Role**](http://www.ucalgary.ca/hr/performance-management-ps#quickset-field_collection_quicktabs_3)

* Met most but not all of the expectations and job requirements. Improvement is necessary in some parts of the job.
* May be new to job requiring additional time to become a strong performer in all aspects of the role as outlined in the job profile.
* Some competencies require improvement or more time on the job.
* Some goals and objectives have been met; may require some close supervision to achieve all objectives.
* Possesses competence and knowledge for some but not all job functions.
* On the job and/or formal training is still required to develop full competence or achieve satisfactory outcomes for some job tasks and goals.

[**Does Not Meet Expectations**](http://www.ucalgary.ca/hr/performance-management-ps#quickset-field_collection_quicktabs_4)

* Does not meet the expectations and job requirements of the role. Improvement is needed in most aspects of the job.
* Most goals and objectives have not been met.
* Most core competencies have not been demonstrated or require significant improvement.
* Did not demonstrate the competence and knowledge required to perform their job functions/duties.
* Their work consistently needs revision or adjustments to meet a minimal success level
* Requires close supervision due to low performance or skill level.

 **5 Point Scale/Range:**

**5 = 4.49 – 5.0**

**4 = 3.9 – 4.48**

**3 = 3.0 – 3.89**

**2 = 2.0 – 2.99**

**1= 1.0 – 1.99**