



Performance Ratings

Ratings means evaluating employees against the elements and standards in his or her performance plan and assigning a summary rating of record.

It is based on work performed during an entire appraisal period. Auburn is now using a five-point rating scale on both the new Performance Review Form and older Performance Management Planning and Review Form. This new scale will be used to determine how well an employee is meeting or exceeding requirements for the respective job duty/responsibility/position goal/previously identified development need. There is no expected target for any ratings distribution and each supervisor should use their professional judgment on ratings.

5 Exemplary	4 Exceeds Expectations	3 Meets Expectations	2 Marginal	1 Unsatisfactory
Performance is consistently superior and significantly exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.	Performance frequently exceeds the expectations for this job duty/responsibility/position goal/previously identified development need.	Performance consistently meets the expectations for this job duty/responsibility/position goal/previously identified development need.	Performance meets some, but not all of the expectations for this job duty/responsibility/position goal/previously identified development need.	Performance consistently fails to meet the minimum expectations for this job duty/responsibility/position goal/previously identified development need.
Characteristics				
<ul style="list-style-type: none"> • Superior, highly distinguished contributors • Performs at the highest levels • Sought after by colleagues for expertise and experience • Daily performance goes far beyond job duties and responsibilities 	<ul style="list-style-type: none"> • Goes beyond doing a good job • Exceeds well above expectations • Behavior models what is expected for others • Key to a unit's success 	<ul style="list-style-type: none"> • Meets job expectations • Contributes to team success • Does what is expected. • Works at skills • Supports teammates 	<ul style="list-style-type: none"> • Performs duties less than successfully • Does not complete assigned work on time • Makes excuses for lack of productivity • Lacks desire to develop 	<ul style="list-style-type: none"> • Does not work effectively with others • Poor attitude • Does not complete assigned work • Demonstrates a lack of basic job knowledge • Has not shown improvement despite coaching and feedback • Needs constant oversight

For more information, contact us at autrain@auburn.edu or at aub.ie/quickdive.

