Performance Summary

Supervisors are directed to select one checkbox that best describes the staff member’s performance during the review period.

<table>
<thead>
<tr>
<th>Consistently Exceeds Expectations:</th>
<th>An employee who earns a rating of “Exceeds Expectations” demonstrates an exceptional level of performance, consistently exceeds overall goals and expectations, and has made a major contribution to the success of the department.</th>
</tr>
</thead>
</table>
| Throughout the course of the year, you may observe this employee: | - Routinely demonstrating a willingness to complete work that may be out of the scope of their regular responsibilities  
- Always willing to lead change and help others through change  
- Consistently seeking out constructive feedback for improvement and development  
- Consistently demonstrating leadership among peers and colleagues  
- Consistently maintaining a positive and professional manner when under pressure  
- All competencies have been demonstrated or developed in an outstanding manner |

<table>
<thead>
<tr>
<th>Successfully Meets Expectations:</th>
<th>An employee who earns a rating of “Successfully Meets Expectations” demonstrates a solid level of performance, regularly meets, and occasionally exceeds, overall goals and expectations and has made contributions to the unit.</th>
</tr>
</thead>
</table>
| Throughout the course of the year, you may observe this employee: | - Often demonstrating a willingness to complete work that may be out of the scope of their regular responsibilities  
- Often open to change and able to maintain a positive attitude through change  
- Often receiving positive feedback from customers and colleagues  
- Often demonstrating leadership among peers and colleagues  
- Consistently maintaining a positive and professional manner when under pressure  
- Relevant competencies have been satisfactorily demonstrated or developed |

<table>
<thead>
<tr>
<th>Does NOT Meet Expectations:</th>
<th>An employee who earns a rating of “Does Not Meet Expectations” is not meeting the job expectations and consistently fails to meet goals. The employee demonstrates unwillingness or an inability to improve performance.</th>
</tr>
</thead>
</table>
| Throughout the course of the year, you may observe this employee: | - Requiring substantial supervision to achieve work responsibilities  
- Resisting change and often rejecting ideas without due consideration  
- Reacting defensively when receiving constructive feedback and may place blame elsewhere  
- Infrequently receiving positive feedback from customers and colleagues  
- Is unable to maintain a positive and professional manner when under pressure  
- A number of relevant competencies have not been demonstrated or developed |