



Calibration Preparation: Rating Justification

Manager Name:

Employee Name:

Rating:

Projects/Tasks Accomplished Well:

Above & Beyond Examples:

Opportunities for Improvement:

Performance examples that match attached rating scale:

Rating Scale

Significantly Exceeds Expectations	A++	<ul style="list-style-type: none"> ● Consistently and substantially exceeds requirements ● Frequently seeks opportunities to accomplish additional goals and/or duties ● Initiates transformation with significant positive impact ● Extremely contributive and impactful to work environment through frequent and consistent behavior that results in positive change ● “Extraordinary” “Exceptional”
Exceeds Expectations	A+	<ul style="list-style-type: none"> ● Performs at maximum levels of effectiveness during challenging situations producing exceptional quality ● Exhibits role model level behaviors consistent with University values ● Proactively and creatively solves problems resulting in positive change ● Willingly takes on new or additional work ● “Distinguished” “Role Model”
Meets Expectations	A	<ul style="list-style-type: none"> ● Consistently meets expectations and occasionally goes beyond requirements in terms of quality, quantity, and initiative ● Achieves established goals and sometimes accomplishes additional goals as opportunities arise ● Applies creativity and problem solving skills in certain situations and willingly implements and adapts to new process or enhancements ● Consistent with University values ● “Dependable” “Fully knowledgeable”
Meets some but not all expectations	B	<ul style="list-style-type: none"> ● Not fully functional in all aspects but is progressing at the expected pace ● Needs to gain proficiency in certain skills, knowledge, processes, speed and job standards due to newness of the position or change in task assignment ● Continued development and progress is seen and/or anticipated ● Shows positive change, progress in ability, and promise when advised and/ or taught ● Exhibits strength and consistency in many if not most areas of work ● “Coachable” “Still learning”
Does not meet expectations	C	<ul style="list-style-type: none"> ● Fails to use resources appropriately ● Lacks required skills and/or knowledge to meet established standards and goals ● Lacks willingness or capability to perform expectations ● Does not make necessary changes when advised of the need ● Behaviors are not consistent with University values ● May already be under corrective action or a performance improvement plan ● Immediate and sustained improvement required for staff in this category , “Unreliable” “Unwilling”