



PERFORMANCE MANAGEMENT AT DU

RATING SCALE

RANGE AND DESCRIPTIONS

EXCEPTIONAL (4.5 - 5)

Employee exceeds expectations by stepping well beyond the scope of his or her position description to deliver real change to the department, unit, or organization. The individual is an exceptional employee who achieves an unusually high level of performance relative to all assignments and objectives. The expectation is that this rating should reflect performance in the top 5% of all performers.

ADVANCED (3.5 – 4.49)

The employee is a critical member of the team with performance that is consistently above established expectations. The employee seeks improvement of self, office practices, team, and/or department. The individual goes above and beyond what is expected to contribute to the success of the department or unit.

SOLID (2.5 - 3.49)

The employee fully meets the established job expectations and is a reliable and solid performer. The employee generally performs well and requires little guidance. The individual demonstrates initiative to meet goals and objectives of the position.

DEVELOPING (1.5 – 2.49)

The employee meets some of the job expectations, but not all. The individual requires support and direction to complete assignments. The employee generally performs at a minimum level of effort and improvement is needed to fully meet expectations. This rating may be given to a new employee who has yet to learn or master a specific skill. In this latter case, the rating reflects the employee's time in the position.

UNSATISFACTORY (1 – 1.49)

The employee's performance generally fails to meet the established expectations or requires frequent supervision and/or the redoing of work. The individual is not performing at the level expected. Unacceptable job performance is due to the employee's lack of knowledge, skill or effort.

QUESTIONS? *Reach out to performancemanagment@du.edu*