

## Definition for Ratings

### 1 – Does Not Meet Expectations

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The employee consistently performs below the level expected of this position in all or almost all key aspects of the position.

Both what is produced and how it is produced are below UMW standards and clearly unacceptable.

Unless there is obvious and immediate improvement, earning this rating should cause UMW and the employee to seriously consider whether continued employment is appropriate.

If an overall rating of Does not meet expectations is given:

A Notice of Improvement Needed/Substandard Performance form must be completed or a Performance Improvement Plan must be in place at the time of review.

Below contributor will be entered into the State system.

### 2 – Needs Improvement

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The employee demonstrates adequate performance in most areas, but needs improvement in one or more significant aspects that are critical to the position.

Either what is produced or how it is produced requires improvement in one or more areas to meet expectations of the position and UMW.

Performance shortfalls may be attributed to newness on the job, missing or undeveloped skills, and/or inexperience. Regardless, the rating conveys that performance is below expectations in one or more areas and must be improved.

If an overall rating of Needs Improvement is given:

A performance improvement plan must be in place; review by HR is required.

Contributor will be entered into the State system.

### 3 – Meets Expectations

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The employee consistently demonstrates capable or satisfactory performance.

Both what is produced and how it is produced meet UMW standards and expectations of the position.

The employee is a dependable, competent, knowledgeable individual who meets and occasionally exceeds expectations of the position.

This rating conveys solid, effective performance.

If an overall rating of Meets Expectations is given:

Contributor will be entered into the State system.

#### **4 – Exceeds Expectations**

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The employee demonstrates strong, consistent performance in all or almost all competencies, skills and responsibilities.

Both what is produced and how it is produced meet and often exceed UMW standards and expectations of the position. Results add value beyond the scope of the current role, often benefiting the division/department.

This rating should be reserved for employees with strong, commendable performance.

If an overall rating of Exceeds Expectations is given:

Examples of these results must be listed in the comments section to receive this rating.

Contributor will be entered into the State system.

#### **5 – Extraordinary**

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The employee consistently demonstrates superior performance.

Both what is produced and how it is produced far exceed UMW standards and expectations of the position.

The employee is extraordinarily competent and productive. Performance at this level occurs throughout the year and across all key aspects of the position.

The employee is often sought out by others for counsel and assistance, and is widely recognized as a role model. Examples of the results and sought after expertise must be given to receive this rating.

This rating should be used sparingly and reserved for truly outstanding performance throughout the review period.

If an overall rating of Extraordinary is given:

An Extraordinary Contributor Form must be completed within the review year and be on file in the Human Resources office.

Extraordinary will be entered into the State system.