

DEFINITION OF RATINGS USED ON CLASSIFIED STAFF EVALUATION FORM

1. UNSATISFACTORY:

The employee demonstrates inadequate performance and does not meet job requirements. The employee has demonstrated an inability or unwillingness to improve or meet expectations.

Specific examples of unsatisfactory performance must be identified, including dates, times, and/or places/events. An Assistance Plan must be written, if the individual is to remain as an ROP employee.

2. NEEDS IMPROVEMENT:

The employee performs below the acceptable level in this area. Improvement is needed and increased effort required. The Supervisor and employee together should determine special training or specific improvements needed to bring performance to the acceptable level.

Specific examples of unsatisfactory performance must be identified, including dates, times, and/or places/events. An Assistance Plan must be written, if the individual is to remain as an ROP employee.

3. SATISFACTORY:

The employee meets all the basic job requirements in this area in such a manner as to reflect full understanding of all position functions, and he/she demonstrates consistently satisfactory performance. This is a good rating and probably the most commonly indicated.

4. STRONG:

The employee meets all job requirements in this area and frequently performs at a level beyond that normally expected. This rating indicates a thorough knowledge of the job assigned, with duties performed at a high level of initiative and innovation.

Specify contributions and/or examples must be identified.

5. OUTSTANDING:

The employee has mastered every element of the performance indicator or standard and consistently performs at a level well beyond that normally expected. This level of performance approaches the best the ROP/TC might possibly expect of an employee.

Extraordinary and unique contributions and/or examples are typical of this rating and should be specifically identified when this rating is assigned.

Each item on the Classified Employee Performance Evaluation Report document must be ranked according to the definitions provided above. Each rating of a 1, 2, 4 or 5 must specify and/or explain why the rating number was selected.