

Definitions - Performance Evaluation Ratings –

5 – Exemplary Performance - Performs all core job duties at an extraordinary level and demonstrates consistent mastery in all aspects of duties and responsibilities. Accepts a high level of responsibility for their own performance and routinely demonstrates an exceptional commitment to service. Results and output are exceptionally high in quality, quantity, and timeliness. Considered exceptionally knowledgeable and a subject matter expert. University of St. Thomas values are consistently demonstrated at the highest level.

4 – Exceeds Expectations –Performs at a very high level and consistently exceeds the majority of key performance expectations of the position. Accuracy of work is at a very high level, deadlines are consistently met, individual initiative is demonstrated on a regular basis, and quantity/production goals are frequently exceeded. Performance results generally exceed expected levels of quality, quantity, and timeliness. University of St. Thomas values are consistently demonstrated at a high level.

3 – Achieves Expectations - Demonstrates a solid level of satisfactory performance on a consistent basis. Accepts responsibility for performing job functions as a competent, productive, and valued member of the team. Completes job functions at expected levels for accuracy, completeness, and timeliness. Meets major quantity and production goals. Employee is reliable and dependable. Exhibits a thorough understanding of responsibilities and a proficient level of knowledge required by the position. Works well with others and demonstrates behaviors consistent with University of St. Thomas' values.

2 – Needs Improvement – Meets most requirements of the position although there are times when improvement is necessary because results do not meet expectations. Errors occur and quality is below expectations. Is at times unreliable or inconsistent when completing work; fails to complete tasks without frequent reminders; and often exceeds the expected time frame to complete assigned tasks. Performance at this level typically requires various forms of coaching and counseling. Corrective action is necessary to ensure the employee focuses on improving their performance. This rating may also apply when work product is satisfactory but relationships with other employees are below expectations. Behaviors are not always consistent with University of St. Thomas' values. Improvement is needed to reach an Achieves Expectations performance level.

1 – Unsatisfactory - Consistently fails to meet all or most significant job expectations. Quality is unsatisfactory, deadlines are not met, or other areas of performance need immediate improvement. Efforts to improve are unsuccessful. When performance is at this level, corrective action must be taken immediately and sustained material improvement must be demonstrated in order to continue employment. Corrective action is required and must be thoroughly documented. Workplace relationships and behaviors are not consistent with University of St. Thomas' values.

N – New – Employee is new to The University of St. Thomas and has been in their position less than 6 months.