



Standard Definitions: Performance Rating Levels Effective April 1, 2007

State personnel rule 6-4(G) requires that the State Personnel Director define the performance rating levels and publish these standard definitions in written directives. These definitions are intended as a framework and guide for your evaluation process and for distinguishing the levels of performance within your organization. Your department or institution's Performance Management & Achievement Pay Program and rating forms are required to contain these standard definitions.

Definition of Level 3

This rating represents consistently exceptional and documented performance or consistently superior achievement beyond the regular assignment. Employees make exceptional contribution(s) that have significant and positive impact on the performance of the unit or the organization and may materially advance the mission of the organization. The employee provides a model for excellence and helps others to do their job better. Peers, immediate supervision, higher-level management and others can readily recognize such a level of performance.

Definition of Level 2

This rating level encompasses a range of expected performance. It includes employees who are successfully developing in the job, employees who exhibit competency in work behaviors, skills, and assignments, and accomplished performers who consistently exhibit the desired competencies effectively and independently. These employees are meeting all the expectations, standards, requirements, and objectives on their performance plan and, on occasion, exceed them. This is the employee who reliably performs the job assigned and may even have a documented impact beyond the regular assignments and performance objectives that directly supports the mission of the organization.

Definition of Level 1

This rating level encompasses those employees whose performance does not consistently and independently meet expectations set forth in the performance plan as well as those employees whose performance is clearly unsatisfactory and consistently fails to meet requirements and expectations.

Marginal performance requires substantial monitoring and close supervision to ensure progression toward a level of performance that meets expectations. Although these employees are not currently meeting expectations, they may be progressing satisfactorily toward a level 2 and need coaching/direction in order to satisfy the core expectations of the position.