

| Stars | 1 | 2 | 3 | 4 | 5 |
|-------------------------------------|---|--|---|---|--|
| Description | Unacceptable | Needs Improvement | Meets Expectations | Exceeds Expectations | Exceptional |
| Alternate Description | <i>Did not meet expectations</i> | <i>Sometimes met expectations</i> | <i>Consistently met expectations</i> | <i>Consistently exceeded expectations</i> | <i>Far exceeded expectation</i> |
| Competency | Employee does not demonstrate the competency or fails to utilize the competency in job duties | Employee sometimes demonstrates the competency or sometimes utilizes the competency in job duties | Employee consistently demonstrates the competency and routinely utilizes it in job duties | Employee consistently demonstrates the competency beyond departmental standards and utilizes it in job duties to exceed departmental standards consistently | Employee consistently demonstrates the competency far exceeding departmental standards and utilizes it in job duties to far exceed departmental standards consistently |
| Goals | Employee failed to accomplish the goal or outcome(s) of goal failed to meet departmental expectations | Employee has partially met the goal, or the outcome(s) of the goal met some of the departmental expectations | Employee completed the goal in a timely manner and met all the success criteria | Employee's work on the goal consistently exceeded departmental expectations | Employee's work on the goal far exceeded departmental expectations consistently |
| If compared to letter grades | F | C | A | A+ | A++ |

If employee is above or below meeting expectation, supervisor should be able to provide specific examples to note why performance exceeds or fails to meet expectations.