### Performance Management

#### Unclassified and Other Academic Annual Evaluation Rating Scale Description

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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| **Exceptional**       | - Consistently performed job duties  
                        - Work and behavior expectations consistently met  
                        - Consistently exceeded performance goals and supervisor’s expectations  
                        - Anticipated and took on additional duties beyond major responsibilities |
| **Successful**        | - Consistently performed job duties  
                        - Work and behavior expectations consistently met  
                        - Met performance goals and supervisor’s expectations  
                        - Completed and verified own work in a timely, accurate and thorough manner |
| **Needs Improvement** | - Did not meet performance goals and/or supervisor’s expectations  
                        - Demonstrate areas of strength in the work performed  
                        - Has room for growth and development  
                        - Should focus on specific areas to meet required standards |
| **Unsuccessful**      | - Did not consistently and accurately perform job duties  
                        - Work and/or behavior expectations were not met  
                        - Did not meet performance goals and/or supervisor’s expectations  
                        - Not consistently reliable in handling daily duties  
                        - May require a level of supervision beyond the expected standard |
| **Not Evaluated**     | - The Not Evaluated ratings are those given to employees who are newly hired in an agency and have worked for less than 90 calendar days.  
                        - The Not Evaluated can be used for the Competency of “Leading Others” if the employee does not supervisor employees, student workers, or interns. |