PERFORMANCE MATRIX

| Exceptional | Highly Effective | Successful | Needs Improvement | Unsatisfactory |
|--|--|---|---|---|
| Few staff members at the | Some members at the university | Most staff members at the | Few members at the university | Very few members at the |
| university (5%-10%) are likely to | (20%-30%) are likely to receive | university (50%-70%) are likely | (5%-10%) are likely to receive | university are likely to receive |
| receive this rating. | this rating. | to receive this rating. | this rating. | this rating. |
| Performance consistently | Performance often exceeded | Performance met, though | Performance did not typically | Performance was usually below |
| exceeded expectations of | expectations of essential job | occasionally may have exceeded | meet, though occasionally may | expectations or failed to meet |
| essential job responsibilities, | responsibilities, position and | or failed to meet, expectations of | have met, expectations of | expectations of essential job |
| position and workplace | workplace expectations, | essential job responsibilities, | essential job responsibilities, | responsibilities, position and |
| expectations, workplace goals, | workplace goals, standards of | position and workplace | position and workplace | workplace expectations, |
| standards of professionalism, and | professionalism, and <u>university</u> | expectations, workplace goals, | expectations, workplace goals, | workplace goals, standards of |
| university core values. | <u>core values</u> . | standards of professionalism, and | standards of professionalism, and | professionalism, and <u>university</u> |
| | | university core values. | university core values. | <u>core values</u> . |
| Mada significant on immortant | Made meaningful contributions | Mada anno 240 di agustribusti ang 45 | Made few contributions to, or | Made minimal or no |
| Made significant or important contributions to, or impact on, the | to, or impact on, the department, | Made expected contributions to, or impact on, the department, | impact on, the department, | contributions to, or impact on, |
| department, school/management | school/management center, | school/management center, and/or | school/management center, and/or | the department, |
| center, and/or university beyond | and/or university beyond what | university, though occasionally | university though less than | school/management center, |
| what was expected of a | was expected of a successful | may be greater or less than | expected of a successful | and/or university. |
| successful employee. | employee. | expected of a successful | employee. | and/or university. |
| successful employee. | employee. | employee. | employee. | |
| | | employee. | | |
| Consistently requires less than | Typically requires less than the | Typically requires the expected | Typically requires more than the | Consistently requires more than |
| the expected level of supervision | expected level of supervision to | level of supervision to complete a | expected level of supervision to | the expected level of supervision |
| to complete a task successfully. | complete a task successfully. | task successfully, which | complete a task successfully, | to complete a task successfully, |
| | | occasionally may be more or | which may be more than | which is more than expected of |
| | | less than expected of a | expected of a successful | a successful employee. |
| | | successful employee. | employee. | Does not demonstrate behavioral |
| | | | Typically needs further coaching | improvement and/or fully meet |
| | | | and development to improve | position expectations after |
| | | | behavior and/or fully meet | coaching. |
| | | | position expectations. | |
| | | | | |
| | | | Effort is needed to improve | Immediate significant |
| | | | performance. <u>Positive Corrective</u> | improvement is needed in many |
| | | | Action (PCA) may be | ways to keep current position. If |
| | | | appropriate. | not already in <u>Positive</u> <u>Corrective Action (PCA)</u> , a |
| | | | | PCA is required and the |
| | | | | supervisor should contact |
| | | | | Employee Relations. |
| | | | | Employee Kelanons. |