



Performance Management Rubric and Sale

Exceeds Expectations	Consistently excels in job competencies and the established performance expectations in many important areas of the job. What is produced in the job surpasses job expectations. Job performance adds value beyond the scope of the current role, often benefiting the division/department. Examples should be given to receive this rating.
Meets Expectations	Consistently meets and sometimes exceeds in job competencies and the established performance expectations in important areas of the job. Performs duties at an expected level. The employee is knowledgeable with solid, effective performance.
Does Not Meet Expectations	Performance does not meet expectations in some important areas of the job; below expected levels of performance. What is produced in the job falls below standards or is unacceptable. Such performance shortfalls may be attributable to newness on the job, missing or undeveloped skills, and/or experience. However, improvement is needed in one or more areas that are critical to the position and should be outlined in the rating. Steps should be provided for how the employee could meet expectations in the future.
