

Staff Performance Evaluations: Examples of Behavior or Performance

RATING	Description	Examples			
Not Meeting Expectations	Employee has not achieved the expected level of performance	Consistently performs below defined expectations, either technically, interpersonally or both.	Requires close supervision to monitor errors and/or negative interpersonal interaction.	Consistently makes mistakes.	Supervisor has frequently/consistently received negative feedback regarding the employee's performance.
Approaching	Employee has partially achieved the expected level of performance.	May not have been in the position long enough (new employee) to demonstrate an understanding of the full scope of the job.	Made significant improvement from previous evaluation, but still not at expected level of performance.	Frequently performs below defined expectations and needs to demonstrate growth and improvement in order to meet job requirements.	Specific action plans have been developed to address deficiencies in performance.
Proficient	Employee has fully achieved the expected level of performance.	Completes all responsibilities adeptly. Performance is what is expected of a fully qualified and experienced person in the assigned job.	Errors are at a minimum and seldom repeated.	Demonstrates sound balance between quality and quantity of work.	Supervisor considers the employee a competent, solid member of the team and feels confident in making and kind of assignment within the scope of the job.
Surpassing	Employee has excelled in some or most areas above the expected level of performance.	Knowledge and skill often exceeds expected standards. Consistently performs above defined expectations.	Shows a thorough understanding of the "big picture." Thinks beyond the details of the job and works towards the overall objectives of the department.	Employee shows good judgment; supervisor is confident in sharing the employee's input and/or recommendations. Demonstrates leadership qualities and serves as a role model to peers, both in terms of exceptional proficiency, as well as, the manner in which the job responsibilities are performed.	Rarely makes mistakes. If so, often recognizes and corrects them without supervision. Anticipates problems and takes appropriate action. Requires little or no supervision.