An annual rating of *meets expectations* signifies fulfillment of all aspects of a goal or competency. *Meets expectations* is a strong rating. *Exceeds expectations* and *outstanding* are reserved for performance that has surpassed, with measurable evidence, all established criteria. The supervisor or staff member, who assigns the rating, must validate all *exceeds* or *outstanding* ratings with written comments and measurable evidence of superior performance.

0.0 Below Threshold

1.0 Does Not Meet Expectations:

Significant aspects of the goal/competency were not accomplished, negatively impacting stakeholders and/or attainment of objective. Specific improvements are expected

2.0 Needs Improvement:

Significant (or some) aspects of the goal/competency were accomplished; however, improvements are needed to fully satisfy performance standards

3.0 Meets Expectations:

All aspects of the goal/competency were fully accomplished and the staff member's contributions met all established criteria

4.0 Exceeds Expectations:

All aspects of the goal/competency were fully accomplished and the staff member's contributions surpassed all established criteria

5.0 Outstanding:

All aspects of the goal/competency were fully accomplished and the staff member's contributions surpassed all established criteria with distinction

University staff members and their supervisors should apply the following guidance when completing annual review responsibilities.

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