

# PERFORMANCE RATING SCALE

Standard Assessment Scoring Rubric

Review Period: \_\_\_\_\_  
Department: \_\_\_\_\_

Date Effective: January 2024  
Form ID: PERF-SQ-01

SCORE	RATING LEVEL	PERFORMANCE CRITERIA & INDICATORS
	<b>Exceptional</b> Role Model Performance	<ul style="list-style-type: none"><li>Consistently delivers results far beyond requirements.</li><li>Anticipates challenges and implements innovative solutions.</li><li>Significant positive impact on organizational goals.</li><li>Mentors others and elevates team performance.</li></ul>
	<b>Exceeds Expectations</b> High Performer	<ul style="list-style-type: none"><li>Regularly surpasses established goals and deadlines.</li><li>Demonstrates high level of initiative and self-direction.</li><li>Technical proficiency is above the required level for the role.</li><li>Maintains high quality standards under pressure.</li></ul>
	<b>Meets Expectations</b> Fully Proficient	<ul style="list-style-type: none"><li>Consistently meets all core job responsibilities.</li><li>Reliable performance; requires standard supervision.</li><li>Successfully achieves agreed-upon objectives.</li><li>Contributes positively to team environment.</li></ul>
	<b>Needs Improvement</b> Developing	<ul style="list-style-type: none"><li>Inconsistently meets performance standards.</li><li>Requires more than average guidance or re-work.</li><li>Gaps in technical knowledge or soft skills identified.</li><li>Development plan implementation is required.</li></ul>

SCORE	RATING LEVEL	PERFORMANCE CRITERIA & INDICATORS
	<b>Unsatisfactory</b> Action Required	<ul style="list-style-type: none"><li>• Fails to meet essential job requirements.</li><li>• Performance negatively impacts team productivity.</li><li>• Immediate and sustained improvement is mandatory.</li><li>• Failure to improve may lead to further disciplinary action.</li></ul>

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