

Classified Performance Evaluation Definitions

Section Definitions

Duty Area – Identifies an essential job responsibility. It actually consists of a collection of tasks that together make up a fundamental element of the job.

Standard – A statement regarding the desired mode of operation, quality or quantity of output, or degree of progress toward a goal that the employee's performance will be measured against.

Results – The outcome of the employee's performance as measured against the duty area standard.

Comments – Comments by the supervisor and/or the employee regarding the identified standard and corresponding results.

Performance Level Definitions

Exceeds Standards – Performance consistently exceed position requirements, goals, and management expectations. Resourcefulness and depth of program and technical knowledge are of the highest quality. Assignments are accomplished in an exceptional manner with minimal direction and are characterized by outstanding achievement seldom accomplished within the department.

Above Average – On a regular basis, performance is characterized by high quality and quantity of work that exceeds most position requirements, key objectives, and management expectations. Employee demonstrates outstanding skills and abilities, and assignments are accomplished in a highly effective manner with limited guidance and direction.

Satisfactory – Performance meets all the essential work objectives. Occasionally exceeds management expectations. Employee demonstrates good knowledge of job duties, and assignments are accomplished effectively with normal supervisory guidance.

Unsatisfactory – Performance does not consistently meet management expectations. The employee requires more than normal guidance and direction. Progress goals are not met and essential work objectives are not accomplished. Improvement is necessary if the supervisor elects to continue employment with the employee.