

## JGC Performance Evaluation Ratings Definitions

### **Successful**

Employee consistently succeeds in delivering results that achieve and/or occasionally exceed his or her annual goals and supervisor expectations; deliverables are high quality (sufficiently researched, organized, communicated and presented) and submitted by deadlines; employee participates in special projects outside the scope of his/her position; the employee's contribution to the success of his or her work team is significant and others recognize him or her as being critical to the unit's success; this rating is given to employees who are knowledgeable experts in their units and are fundamental to the college's success in that particular area

### **Exceptional**

This rating occurs infrequently and acknowledges the following achievements: work performance and deliverables consistently far exceed supervisor expectations due to exceptional quality in all essential areas of responsibility; employee brings new ideas or processes that result in an exceptional or unique contribution outside the scope of his/her position duties in support of the college's strategic plan; this rating indicates that the employee is ready to take on more leadership responsibilities, and although used infrequently, is achievable by any employee

### **Needs Improvement/Developing**

Employee's work performance and deliverables occasionally but do not consistently meet supervisor expectations for his or her annual goals either because employee is still growing in position/duty area or because of performance issues; further development and experience in the position is necessary

### **Unacceptable**

Employee's work performance and deliverables consistently fail to meet his or her most critical annual goals; deliverables are of unacceptable quality (insufficiently researched, organized, communicated and presented) and/or are not submitted by deadlines; employee does not contribute to the unit's success in achieving its work plan goals; this rating is given to employees who need substantial improvement in one or more areas in order to successfully perform the required duties of his or her position. A performance improvement plan drafted by the supervisor and Human Resources is required for employees who receive an overall rating of "Unacceptable"