Note: To prepare for a transition to the new Workday system later in 2018, some changes have been made to the performance templates in an effort to simplify the form and focus attention on performance goals for the coming year. The Development Plan and Competency sections have been removed. You may still use Competency information to inform writing of goals.

Rating Scale

5 = Exceptional
   Performance: significantly and consistently exceeds goals
   Competency: consistently demonstrates exceptional behaviors; serves as a role model and mentor

4 = Highly Effective
   Performance: consistently achieves and often exceeds goals
   Competency: consistently demonstrates effective behaviors and often demonstrates exceptional behaviors

3 = Effective
   Performance: consistently achieves goals
   Competency: consistently demonstrates effective behaviors

2 = Inconsistent
   Performance: achieves some, but not all goals; needs improvement
   Competency: demonstrates some behaviors but not others, or uses behaviors inconsistently; may be appropriate for employees in new or more challenging positions, or for those who need development

1 = Unsatisfactory
   Performance: rarely achieves established goals; requires significant and immediate improvement
   Competency: rarely demonstrates competency behaviors; requires significant development

Updated: 1/12/18
Overall Rating Scale

5 = Exceptional  significantly and consistently exceeds expected performance level

4 = Highly Effective  consistently achieves and often exceeds expected performance level

3 = Effective  consistently achieves expected performance level

2 = Inconsistent  inconsistently achieves expected performance level; needs improvement

1 = Unsatisfactory  rarely achieves expected performance level; requires significant and immediate corrective action