

### EXCEPTIONAL

The employee clearly and consistently grasps the big picture and thinks beyond the details of the job or project at hand. Employee goes above and beyond performance expectations. Initiative and self-direction are characteristic.

Generally, 5% of employees fall within this rating.

### STRONG

The employee meets or surpasses performance expectations and goals but not consistently or without exception. Employee demonstrates a unique understanding of work beyond job requirements and displays a high level of skills, abilities, initiative and productivity.

Generally, 20% of employees fall within this rating.

### SATISFACTORY

Initiative and outputs are generally adequate and consistent. The employee is capable and knowledgeable in most aspects of his or her work. The employee is open to feedback and willingly makes changes as required.

Generally, 50% of employees fall within this rating.

### IMPROVING

The employee shows inconsistency in completing all assigned duties and needs to demonstrate improvement toward meeting performance standards.

Generally, 20% of employees fall within this rating.

### UNACCEPTABLE

Work performance is consistently low and regularly fails to meet required outcomes. Error rate is high requiring repetition of duty and constant supervision.

Generally, 5% of employees fall within this rating.