

## RATING DEFINITIONS

<b>1 - Needs Improvement</b> (1.0 - 1.79)	Does not meet departmental performance expectations on a consistent basis. Does not consistently demonstrate the knowledge, skills, and abilities required to perform the job. Meets some of the minimum position requirements. Performance may be uneven or inconsistent and must be improved. Immediate and sustained improvement is needed. A performance improvement plan is required.
<b>2 - Generally Meets Expectations</b> (1.80 - 2.79)	Generally meets established departmental performance expectations. Demonstrates the knowledge, skills and abilities that result in the effective performance of the position required. Occasionally may exceed expectations of the position.
<b>3 - Achieved Expectations</b> (2.80 - 3.79)	Meets established departmental performance expectations. Demonstrates the knowledge, skills and abilities that result in the effective performance of the position required. Meets deadlines. Frequently exceeds in one or more established job expectations.
<b>4 - Exceeds Expectations</b> (3.80 - 4.0)	Consistently exceeds departmental performance to a degree that is obvious to supervisor, customers, and peers. Consistently excels in demonstrating the knowledge, skills, and abilities that result in the effective performance of the position requirements. Consistently serves as a role model to others. Truly outstanding level of contribution (well beyond position requirements) during the entire performance period.