

## Performance Rating Scale

| PERFORMANCE RATING |                                   | DESCRIPTION   |
|--------------------|-----------------------------------|---|
| 5                  | Exceptional Performance           | Means the employee demonstrates extensive knowledge of the concepts and mastery skills required to perform their job. Very knowledgeable about overall operations and often anticipates the needs of the workplace, initiating necessary activities and troubleshooting through unexpected circumstances. Well developed abilities of organizing and setting priorities and managing time. Highly dependable and completes assignments on time. Is a leader in own work and others, strong communication skills, enthusiasm for their work and makes significant contribution to the unit as a whole.   |
| 4                  | Exceeds Expectations              | Means the employee demonstrates advanced skills and knowledge in their work area. Sets priorities and organises work accordingly. Plans assignments with the supervisor and completes them with minimal supervision. Motivated to learn new skills or further develop present skills. Is self-training to some extent and may also train others in the unit. Is cooperative, diligent and produces high quality work.   |
| 3                  | Competent Meets Standards         | Means the employee is fully qualified and consistently achieves outputs and expectations, has skills and knowledge required to meet the job expectations and consistently produce work of good quality. Able to work somewhat independently and occasionally goes beyond the explicit requirements of the job in “crunch situations”.   |
| 2                  | Weak and Inconsistent Performance | Means the employee’s job expectations have not been achieved and improvement is required. Some aspects of the job are acceptable but employee has limited knowledge or lacks some skills. Close supervision required to ensure work meets expected standards of quality, quantity, time and cost and that priorities are set appropriately. Requires training for new tasks and assistance with non-routine work problem.   |
| 1                  | Unacceptable Performance          | Means the employee has failed to achieve minimum standards and totally inadequate effort, quality and quantity of work and job knowledge do not meet the requirements of the job. Errors may be due to carelessness or lack of necessary skills and is unable to perform without continual assistance. Shows little potential or willingness to perform at acceptable levels. Employee must be cautioned about their performance.   |
| NR                 | Not Rated                         | <p>This rating is applicable to employees with less than three months experience in their current jobs, especially those who change programs or assume additional functions during a running contract OR were absent from work for a period of three months or longer for example on sick leave; maternity leave or training. Employees in this category have not had full opportunity to demonstrate their competency in the job.</p> <p>Can also apply where the objective becomes redundant or cannot be achieved due to factors genuinely outside the control of the employee and therefore should not be rated – include a relevant reason where this applies.</p> |