

# RATINGS DEFINITIONS

Ratings	As Applied to Goals	As Applied to Key Skills
Consistently Exceeds	Clearly and consistently exceeded all established measurements and expectations for goals. Takes the initiative in organizing, prioritizing, and solving problems and makes appropriate decisions to reach a satisfactory outcome for goals.	Clearly and consistently exceeds established expectations for major job responsibility area(s) in quality, timeliness, processes, results, etc.
Frequently Exceeds	Frequently exceeded some established measurements and expectations for goals while others were fully met. Frequently takes the initiative in organizing, prioritizing, and solving problems and makes appropriate decisions to reach a satisfactory outcome for goals	Frequently exceeds established expectations for major job responsibility area(s) in quality, timeliness, processes, results, etc.
Successfully Meets	Successfully and consistently met established measurement and expectations for goals. Uses understanding and experience to assess situations, prioritize and make appropriate decisions to reach a satisfactory outcome for goals. Demonstrates a command of job responsibilities to execute own work and a commitment to quality in achieving goals.	Successfully and consistently meets established expectations for major job responsibility area(s) in quality, timeliness, processes, results, etc.
Partially Meets	Partially met the expected outcomes for goals, Is not consistently reliable in handling own job responsibilities or in reaching desired results. Needs to become more proficient in performing work to achieve goals.	Does not consistently meet established expectations for major job responsibility area(s) in terms of quality, timeliness, processes, or results, etc.
Does Not Meet (must consult HRM)	Did not meet the established expectations to achieve a goal. Does not demonstrate the knowledge or skills required to meet desired results and required significant manager involvement.	Does not meet established expectations for major job responsibility area(s) in terms of quality, timeliness, processes, results, etc.

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Applied to Overall Rating		
Above Standard	Consistently Exceeds	<p>Clearly and consistently exceeds performance expectations in an exemplary manner in the achievement of goals, as well as the skills and knowledge required to perform all job responsibilities.</p> <p>Contributes significantly to the broader goals of the department / function and/or Northeastern.</p>
	Frequently Exceeds	<p>Frequently exceeds performance expectations in the achievement of goals as well as the skills and knowledge required to perform all job responsibilities.</p> <p>Contributes considerably to the broader goals of the department/ function and/or Northeastern.</p>
Core	Successfully Meets	<p>Successfully meets all performance expectations in the achievement of goals as well as the skills and knowledge required to perform all job responsibilities.</p> <p>Contributes to the broader goals of the department/ function and/or Northeastern.</p>
Below Standard	Partially Meets	<p>Partially meets performance expectations in the achievement of goals and/ or in the skills and knowledge required to perform all job responsibilities. Some may be achieved while others are not.</p> <p>Does not satisfactorily or consistently contribute to the department/ function performance.</p>
	Does Not Meet (must consult HRM)	<p>Does not meet performance expectations in the achievement of goals nor the skills and knowledge required to perform all job responsibilities.</p> <p>Does not effectively contribute to the department/ function performance.</p>

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Ratings	As Applied to a New or Recently Promoted Employee
Consistently Exceeds	This rating would be appropriate if the level of performance far exceeded normal expectations. It requires observation of performance over time at consistently high levels that may not be observable within the first year of a new job.
Frequently Exceeds	This rating would be appropriate if the level of performance exceeded normal expectations. It requires observation of performance over time, which may not be observable in the first year of a new job.
Successfully Meets	This rating would be an appropriate designation for employees in the first year of a new job who are still learning the job if their performance is consistent with the normal expectations for a new employee with similar skills, experience, and capabilities.
Partially Meets	This rating should only be used for employees in the first year of a new job who are not meeting the normal expectations for someone with similar skills, experience, and capabilities who is still learning the job and becoming acclimated to the institution.
Does Not Meet (must consult HRM)	This rating requires a prior discussion with your HR Business Partner and usually a performance plan; it is only for employees who in the first year of a new job are performing unsatisfactorily.