

Annual Performance Appraisal

Rating Definitions

	<i>Consistently Exceeds Expectations</i>	<i>Frequently Exceeds Expectations</i>	<i>Fully Meets Expectations</i>	<i>Partially Meets Expectations</i>	<i>Does Not Meet Expectations</i>
<i>As Applied to a Goal</i>	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.	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. Demonstrates a strong commitment to the quality and effectiveness of achieving goals.	Fully, consistently, and completely met established measurements and expectations for goals. Uses understanding and experience to assess situations, prioritize and solve problems, 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.	Partially met the expected outcome 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.	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.
<i>As Applied to Job Responsibilities</i>	Clearly and consistently exceeds established expectations for major job responsibility area(s) in terms of quality, timeliness, processes, results, etc.	Frequently exceeds established expectations for major job responsibility area(s) in terms of quality, timeliness, processes, results, etc.	Consistently and completely meets established expectations for major job responsibility area(s) in terms of quality, timeliness, processes, results, etc.	Does not consistently meet established expectations for major job responsibility area(s) in terms of quality, timeliness, processes, results, etc.	Does not meet established expectations for major job responsibility area(s) in terms of quality, timeliness, processes, results, etc.
<i>As Applied to an Overall Rating</i>	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. Contributes significantly to the broader goals of the department and/or Northeastern.	Frequently exceeds performance expectations in the achievement of goals as well as the skills and knowledge required to perform all job responsibilities. Contributes considerably to the broader goals of the department/ function and/or Northeastern.	Consistently and completely meets performance expectations in the achievement of goals as well as the skills and knowledge required to perform all job responsibilities. Contributes to the broader goals of the department/ function and/or Northeastern.	Does not consistently meet performance expectations in the achievement of goals and/or the skills and knowledge required to perform all job responsibilities. Some expectations may be achieved and others are not or only partially met. Does not satisfactorily or consistently contribute to the departments/function performance.	Does not meet performance expectations in the achievement of goals, nor the skills and knowledge required to perform all job responsibilities. Does not effectively contribute to the function/ department performance.
<i>As Applied to a New or Recently Promoted Employee</i>	This rating would be appropriate if the level of performance far exceeded normal expectations. It requires observation of performance over time and at consistently high levels that may not be observable within the first year of a new job.	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.	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.	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 that is still learning the job and becoming acclimated to the institution.	This rating should only be used for employees who in the first year of a new job are performing unsatisfactorily.