

# PMDP

PERFORMANCE MANAGEMENT & DEVELOPMENT PROGRAM

## PERFORMANCE MANAGEMENT & DEVELOPMENT PROGRAM RATING SCALE GUIDE

The Performance Management & Development Program (PMDP) rating scale guide is focused on providing clear levels of performance standards. The rating scale is meant as a best practice tool to aid managers and supervisors with the evaluation of employees. The definitions/examples contain language and common terminology that can be applied to measure the level of each employee's performance.

Encouraging professional growth as well as developing healthy, inclusive and engaging employee/manager/supervisor relationships through effective performance activities is an essential component of a Performance Management & Development program.

### PERFORMANCE RATINGS

<b>EXEMPLARY</b>	<ul style="list-style-type: none"><li>• Performance consistently exceeded the communicated expectations in all essential areas of responsibility, job function or goals</li><li>• Overall quality of work was excellent</li><li>• Employee made an exceptional or unique contribution in support of school, college, division or University objectives</li><li>• Employee demonstrated a very high degree of expertise and serves as a model of excellence or coach to other employees</li></ul>
<b>SUCCESSFUL</b>	<ul style="list-style-type: none"><li>• Performance consistently met the communicated expectations in all essential areas of responsibility, job function or goals</li><li>• May occasionally exceed requirements</li><li>• This rating conveys solid, effective performance</li></ul>
<b>DEVELOPING</b>	<ul style="list-style-type: none"><li>• Performance met the communicated expectations in most areas of responsibility, job function or goals</li><li>• Employee is progressing and on track to achieve expectations, job functions or goals</li></ul>
<b>PARTIALLY MEETING</b>	<ul style="list-style-type: none"><li>• Performance did not consistently meet communicated expectations in one or more areas of responsibility, job function or goals</li><li>• A professional development plan to improve performance may be recommended</li></ul>
<b>NOT MEETING</b>	<ul style="list-style-type: none"><li>• Performance was consistently below expectations in most areas of responsibility, job function and goals and/or reasonable progress was not made</li><li>• Significant improvement is needed in one or more important area</li><li>• A professional development plan to correct performance, including timelines, should be outlined and monitored to measure progress</li></ul>
<b>UNABLE TO RATE / NOT RATED</b>	<ul style="list-style-type: none"><li>• Not rated – not using</li><li>• Criteria not being measured – comments only</li><li>• Not applicable to employee's role</li><li>• Not yet trained – unable to rate</li></ul>