



Performance Rating: The employee's level of performing his/her assigned responsibilities.

Rating Definition:

Outstanding:

- Performance at this level far exceeds expectations.
- A mark at this level represents a level of performance that is rare and unusual. In determining what is rare and unusual, it is important to rely on actual events.
- An appraisal at this level requires thorough documentation, notes, and remarks

Very Good:

- This is "very good" performance that exceeds expectations, but not to the extent that it would be considered rare and unusual.
- Performance at this level makes a positive difference to the University in a way that is important, understood, and accepted by the supervisor, the employee and, where applicable, coworkers.

Successful:

This is good/acceptable performance on the level expected from a trained, experienced, and successful employee.

Needs Improvement:

- This mark is given when performance falls somewhat short of what is expected.
- This level indicates the need for continued training to improve to the "Successful" level within a reasonable period of time (Up to 6 months).
- **A Performance Improvement Plan (PIP)** is needed in this case.(attached)
- A follow up meeting should be held where areas for improvement and or areas of focus for the next period are to be stated, explained & agreed upon.
- Regular meetings should be conducted to assess the results achieved and or solve any challenges encountered.
- In this case, performance cannot continue at this level indefinitely. If improvement to the successful level is not demonstrated, performance at this level will at some point be considered unsatisfactory.

Unsatisfactory:

- Performance at this level fails to meet the requirements of the position.
- Sustained performance at this level adversely affects the department's ability to accomplish its purpose/objectives.
- Reasons for a mark of "Unsatisfactory" must be well documented. The employee should be considered, through established administrative procedures, for removal from the position.
- An appraisal at this level requires thorough documentation and remarks in Performance Summary by the director/dept. Chair, the Dean in case of schools & or the Area Head.



Performance Improvement Plan (PIP)

The PIP is a personal action plan, jointly agreed to by the manager & the employee, that identifies the short and long-term career goals of the staff member within a specified time frame. It is also a great way to give employees the opportunity to succeed and address gaps in knowledge or skills needed for their job while still holding them accountable for past performance.

The employee and supervisor should establish regular follow-up meetings (weekly, bimonthly or monthly), which can be outlined in the PIP. These meetings should discuss and document progress toward objectives and handle any obstacles/problems.

By the beginning of the 6th month, the filled PIP form must be resent to the HR along with the decision whether to renew or not. In case of renewal decisions, this will be for a whole year.

Describe the goals/tasks that the employee has not accomplished for the past period:

1. _____
2. _____
3. _____

Challenges (Describe any obstacles that the employee may have faced while trying to achieve his/her performance objectives and identify actions to eliminate or overcome the challenges.)

1. _____
2. _____
3. _____

Next agreed upon Goals (Outline specific goals and objectives to be achieved before the next meeting)

1. _____
2. _____
3. _____

List below the tasks needed to achieve the above goals and due dates for each.

Action Plan/Tasks	Due Date	Achievements
1-		
2-		
3-		
4-		

Signatures:

Employee -----

Date -----

Manager/Supervisor -----

Date -----

Director -----

Date -----