Review & Assess Goal Completion
Rate goals based on actual results; use tangible examples. Identify strengths, weaknesses, and any performance gaps and tie to Institute performance competencies.

Review and assess if your employee met the listed goals:

- **Applying the Ratings**
  - Both what is produced and how it is produced far exceeds expectations of the position.
  - The employee is often sought out by others for counsel and assistance and is widely recognized as a role model. Examples of the results and sought-after expertise must be given to receive this rating.
  - This rating should be rarely granted and reserved for truly outstanding consistent performance throughout the review period.

- **Strong**
  - Both what is produced and how it is produced meet and often exceeds expectations of the position.
  - Results add value beyond the scope of the current role, often benefiting the division/department. Examples of these results must be given to receive this rating.
  - This rating should be reserved for employees with consistent commendable performance.

- **SATISFACTORY**
  - Both what is produced and how it is produced meet expectations of the position.
  - The employee is a dependable, competent, knowledgeable individual who meets and occasionally exceeds expectations of the position.
  - This rating conveys solid, consistent effective performance.

- **NEEDS IMPROVEMENT**
  - Either what is produced or how it is produced requires improvement in one or more areas to meet expectations of the position.
  - Such performance shortfalls may be attributable to newness on the job, missing or undeveloped skills, and/or experience. Regardless, the rating conveys that performance is below expectations in one or more areas and must be improved.
  - A performance improvement plan and review by unit HR and Employee Relations is required.

- **UNSATISFACTORY**
  - Both what is produced and how it is produced is below expectations and clearly unacceptable.
  - Unless there is immediate and sustained improvement, progressive disciplinary action may need to occur.
  - A performance improvement plan and review by unit HR and Employee Relations is required.

**EXCEPTIONAL**
- Both what is produced and how it is produced far exceeds expectations of the position.
- The employee is often sought out by others for counsel and assistance and is widely recognized as a role model. Examples of the results and sought-after expertise must be given to receive this rating.
- This rating should be rarely granted and reserved for truly outstanding consistent performance throughout the review period.

**STRONG**
- Both what is produced and how it is produced meet and often exceeds expectations of the position.
- Results add value beyond the scope of the current role, often benefiting the division/department. Examples of these results must be given to receive this rating.
- This rating should be reserved for employees with consistent commendable performance.

**SATISFACTORY**
- Both what is produced and how it is produced meet expectations of the position.
- The employee is a dependable, competent, knowledgeable individual who meets and occasionally exceeds expectations of the position.
- This rating conveys solid, consistent effective performance.

**NEEDS IMPROVEMENT**
- Either what is produced or how it is produced requires improvement in one or more areas to meet expectations of the position.
- Such performance shortfalls may be attributable to newness on the job, missing or undeveloped skills, and/or experience. Regardless, the rating conveys that performance is below expectations in one or more areas and must be improved.
- A performance improvement plan and review by unit HR and Employee Relations is required.

**UNSATISFACTORY**
- Both what is produced and how it is produced is below expectations and clearly unacceptable.
- Unless there is immediate and sustained improvement, progressive disciplinary action may need to occur.
- A performance improvement plan and review by unit HR and Employee Relations is required.