

# Performance Management

## Classified Employees Annual Evaluation Rating Scale Description



Rating	Description
Exceptional	<ul style="list-style-type: none"> <li>Consistently performed job duties</li> <li>Work and behavior expectations consistently met</li> <li>Consistently exceeded performance goals and supervisor's expectations</li> <li>Anticipated and took on additional duties beyond major responsibilities</li> </ul>
Successful	<ul style="list-style-type: none"> <li>Consistently performed job duties</li> <li>Work and behavior expectations consistently met</li> <li>Met performance goals and supervisor's expectations</li> <li>Completed and verified own work in a timely, accurate and thorough manner</li> </ul>
Needs Improvement/ Unsuccessful	<ul style="list-style-type: none"> <li>Did not consistently and/or accurately perform job duties</li> <li>work and/or behavior expectations were not met</li> <li>did not meet performance goals and/or supervisor's expectations</li> <li>not consistently reliable in handling daily duties</li> <li>may require more supervision than is expected.</li> </ul>
Not Evaluated	<ul style="list-style-type: none"> <li>The Not Evaluated ratings are those given to employees who are newly hired in an agency and the agency determines an insufficient amount of time has elapsed for a sufficient evaluation.</li> <li>The Not Evaluated category is distinguished from the Unrated evaluations which are primarily used when Chapter 10 of the State Civil Service Rules are not met.</li> </ul>
Not Applicable	<ul style="list-style-type: none"> <li>Not Applicable</li> </ul>