

Rating Factors

5	Outstanding
Job performance is exceptional. Results consistently exceed standard expectations for the level of experience in this job. Requires minimal supervision and follow-up.	
4	Exceeds Most Expectations
Highly effective performance. Results exceed standard expectations for many of the more difficult and complex responsibilities for the level of experience in this job. Work is consistently thorough, accurate, timely and efficiently performed. Requires only periodic supervision and follow-up.	
3	Meets and Exceeds Some Expectations
Job performance is complete and satisfactory in most key results areas. Results meet and exceed some expectations for the level of experience in this job. Employee is delivering solid performance but is still developing the required knowledge and skills for optimal effectiveness in his/her job. Requires normal supervision and follow-up.	
2	Needs Improvement
Employee is making progress but is still not meeting stated responsibilities and expectations appropriate to the level of experience in the position. -or- Employee is not making satisfactory progress in learning and demonstrating the skills necessary to perform this job. Requires frequent coaching, supervision and follow-up.	
1	Unacceptable
Performance is significantly below expectations. Immediate improvement is necessary. Performance improvement plan must be documented in the Development Section.	

Calculation of Ratings

Each employee will receive an overall Annual Goals rating on a scale of one to five. Each Competency is also rated one to five. The ratings for all Competencies are added together, and then divided by the number of Competencies rated.

The rating for Annual Goals will count as a percentage of the overall rating. The overall rating for Competencies also counts as a percentage of the overall rating. This is termed "weighting." Each MSU division has assigned weights to the Goals and Competencies based on the mission of their division and the importance of Annual Goals and Competencies to their organizations.

The Overall Rating is calculated by adding the Weighted Annual Goals Rating and the Weighted Competency Rating. The Overall Rating is used to determine the performance category for the employee.