Performance Ratings

Performance Rating 5 – SIGNIFICANTLY EXCEEDS EXPECTATIONS

Example: Exceptional high quality work, extensive knowledge, eager, takes initiative, self-starter, logical and decisive, enthusiastically accepts suggestions, cooperative, goes out of the way to be helpful, greatly exceeds workload requirements, actively helps other departments in addition to their job responsibilities, demonstrates concern for safety of others, clear understanding and demonstration of Stevens policy and procedures.

Performance Rating 4 – EXCEEDS EXPECTATIONS

Example: Consistently worthy of praise; few revisions required, completes work on time with own initiative, supports suggestions and change, promotes team work, accepts responsibility beyond normal requirements, dependable, strives to be helpful, frequently meets deadlines, exercises care in following Stevens policy and procedures.

Performance Rating 3 – MEETS EXPECTATIONS

Example: Consistently and fully meets requirements with a satisfactory performance, proceeds alone in performance of routine duties and assignments, accepts suggestions and change, willing to compromise, willing to be helpful, usually meets deadlines, follows Stevens policy and procedures.

Performance Rating 2 – NEEDS IMPROVEMENT

Example: Barely within the standard or quality expected. Requires training to improve job performance, work needs constant revision and correction, needs excessive guidance and supervision to finish task, defers decisions to others, has difficulty accepting suggestions and change, tends to be uncooperative, resists acceptance of responsibility, frequently unavailable, reluctantly helpful, miscommunicates creating more problems, occasionally meets deadlines, needs more training in Stevens policy and procedures.

Performance Rating 1 – DOES NOT MEET EXPECTATIONS

Not enough or not good enough, failing to reach an expected or required level. Lack of knowledge, skills or willingness to meet required job performance as defined in goals and job description.