

Performance Category

General Description of Performance Measures

Room for Improvement	<p>The employee demonstrated Room for Improvement performance because they:</p> <ul style="list-style-type: none"> • Did not complete all of their KPI's, or did not complete them to the stated measures. • Did not perform all of the tasks and responsibilities listed in the job description to acceptable standards. • Required supervision and follow-up to get their job done. • Did not provide reliable and courteous service.
Acceptable	<p>The employee demonstrated Acceptable performance because they:</p> <ul style="list-style-type: none"> • Completed most of their KPI's, or completed most to the stated measures. • Performed the majority of the tasks and responsibilities listed in their job description to acceptable standards. • Required some supervision and follow-up to get their job done. • Provided reliable and courteous service on most occasions.
Valuable	<p>The employee demonstrated Valuable performance because they:</p> <ul style="list-style-type: none"> • Completed all of their KPI's to the stated measures, or had a justifiable reason why they could not be completed. • Performed all of the tasks and responsibilities listed in the job description with professionalism. • For Faculty, also refer to the Faculty Performance Evaluation Reference document. • Functioned independently in completing assigned tasks and required minimal supervision. • Provided reliable and courteous service to students, colleagues, and the community. • Looked for ways to improve their work performance by making work processes more efficient, finding new ways to improve service, engaging in professional development, or seeking and implementing feedback.
Notable	<p>The employee demonstrated Notable performance because they:</p> <ul style="list-style-type: none"> • Demonstrated all performance measures in Valuable. • <u>Exceeded the stated measures</u> for most of the KPIs. • Completed tasks and responsibilities outside their job description. • Explored and implemented new or improved ways to maximize departmental performance. Examples may include mentoring less experienced staff or faculty, sharing knowledge and expertise with others, sharing improvements they made within their job so that others could use these ideas, providing strategic solutions, being a role model for service, assuming interim duties, and leading special projects.
Exceptional (Leadership Decision)	<p>The employee demonstrated Exceptional performance because they:</p> <ul style="list-style-type: none"> • Demonstrated all performance measures in Notable. • <u>Significantly exceeded the stated measures</u> for most of the KPIs. • Made strategic contributions to the college. Identified problems and provided solutions that affected the operations of the entire college or implemented processes that made the college more competitive. • Made contributions that added to the college's prestige at a state, regional, or national level. • Implemented solutions that saved the college a significant amount of money or brought additional revenue to the college. (This achievement was outside of the expectations of their job or of the tasks and responsibilities stated in their job description.)