

## Performance Evaluation Ratings Guide

Performance Factor Rating	Current Description	Guidance
<b>[SE] Substantially Exceeded Expectations</b>	Performance and results <b>consistently exceeded</b> expectations. Demonstrated all required skills and knowledge to be highly successful.	Assigned when the TSM's performance for the given factor always exceeded all standards, expectations and objectives and whose contributions were consistently exceptional, highly effective, significant and impactful.
<b>[EE] Exceeded Expectations</b>	Performance and results <b>often exceeded</b> expectations. Successfully demonstrated the required skills and knowledge to be successful.	Assigned when the TSM's performance and contributions frequently exceeded most standards, objectives and desired results. The TSM consistently and effectively demonstrated strong initiative, high levels of effort and exemplary judgement with limited or no supervision. Is seen as an expert/role model in this area.
<b>[ME] Met Expectations</b>	Performance and results <b>consistently met</b> expectations. Demonstrated skills and knowledge for the position.	Assigned when the TSM demonstrated effective performance and achieved valuable results in accordance with expectations and objectives. Performance is reflective of a fully qualified individual in this position. Contributed successfully to the overall objectives of the department and/or organization.
<b>[BE] Below Expectations</b>	Performance and results <b>generally do not meet</b> the standards and expectations for the position requirements. Sustained performance improvement required.	Assigned when changes are needed in one or more performance area related to the Performance Factor. The TSM's performance was inconsistent regarding the expected level of contribution and sometimes required assistance or direction from others. The TSM was willing or able to improve but lacked consistent results.
<b>[NM] Did Not Meet Expectations</b>	Performance and results are <b>consistently below</b> standards and expectations. Immediate and sustained improvement required.	Assigned when the TSM's performance consistently did not meet expectations relative to what is required for the role and significant improvement is needed. Progress was not made in most areas of responsibility.

Overall Rating	Guidance
The Overall Rating should reflect the TSM's level of performance across <b>all performance factors</b> . Consider overall accomplishments as well as level of competency demonstrated in achieving those objectives.	
<b>[SE] Substantially Exceeded Expectations</b>	The TSM's overall results exceeded all objectives and they demonstrated all performance factors at a superior level. Contributions to the department/organization were exceptional during this performance cycle.
<b>[EE] Exceeded Expectations</b>	The TSM's overall results exceeded most objectives and expectations in their essential areas of responsibility, and the quality of work overall was often exemplary.
<b>[ME] Met Expectations</b>	The TSM achieved all objectives and made valuable contributions. Expectations were consistently met and results were accomplished effectively.
<b>[BE] Below Expectations</b>	The TSM's overall performance met some but not all expectations. Progress towards objectives and results were only partially achieved necessitating a need for improvement in several areas.
<b>[NM] Did Not Meet Expectations</b>	The TSM's overall performance was consistently below expectations in most areas of responsibility, and progress toward objectives was not made. A Performance Improvement Plan, including timelines, must be outlined and monitored to measure progress. HRBPs should be consulted for guidance.