

# Criteria for Staff Evaluation

Updated December 17, 2012

The competencies included on the Performance Evaluation form are expected of all employees in order to support the mission, vision, values, and strategic plan for the University of Idaho, as well as being successful in completing specific job duties, elements, and responsibilities.

## Rating Descriptions Applied to Individual Categories or Competencies

- **Unsatisfactory (0):** The employee is not meeting expectations in this category at this time and significant improvement is needed. Narrative comments should be used to explain the rating and a plan should be implemented for future improvement.
- **Needs Improvement (1):** Performance comes close to meeting requirements of the position, but the need for further development is recognizable. Narrative comments should be included to adequately explain the rating and a plan should be implemented for future improvement.
- **Meets Requirements (2):** The employee meets expectations in this category and performs effectively.
- **Exceeds Requirements (3):** The employee has demonstrated ability to capably perform the more difficult or unusual aspects of the requirement within this category with minimal guidance.
- **Outstanding (4):** The employee has demonstrated leadership qualities and performance equal to the greatest demands and expectations of this category and often takes on duties broader than the position requires. An explanation in the comments column is required.

## Rating Descriptions Applied to the Overall Evaluation

- **Unsatisfactory (0):** The employee is not meeting the majority of all expectations at this time and improvement is needed. An explanation in the comments column is required and goals should be developed to address identified issues. A performance development plan should be developed.
- **Needs Improvement (1):** Performance comes close to meeting requirements of the position, but the need for further development is recognizable. A performance development plan is strongly encouraged.
- **Meets Requirements (2):** The employee meets all expectations and performs effectively.
- **Exceeds Requirements (3):** The employee has demonstrated ability to capably perform the more difficult or unusual aspects of the majority of the position with minimal guidance.
- **Outstanding (4):** The employee has demonstrated leadership qualities and performance equal to the greatest demands of the position and often takes on duties broader than the position requires. An explanation in the comments column is required.

Goals should address outcomes and provide the employee with a basis for planning development for the following year. Individual goals should be observable, measureable, include a target date, and support department and organizational goals.