

EPAS Rating Key

The Rating Key is a tool to assist the Evaluator in assessing and communicating an employee's job performance over a one-year period.

All ratings should be given in the context of the experience/longevity that an employee brings to their current position and whether they are performing at satisfactory levels.

(5) Superior / Outstanding Contributions

- Performance consistently exceeds expectations
- Performs with minimal supervision/direction; autonomous and independent in task completion
- Exercises a high level of critical thinking and innovation; exhibits traits of high-trust behaviors: practices accountability, keeps commitments, delivers results, creates transparency, etc.

(4) Exceptional / Exceeds Expectations

- Performance frequently exceeds essential functions of the position
- Performs the task/function consistently, in a timely manner
- Initiates and takes responsibility for tasks
- Performs the task/function at a very high level of quality

(3) Competent / Meets Expectations

- Performance fully meets expectations on a consistent basis
- Performs the task/function consistently, in a timely manner
- Initiates and takes responsibility for tasks

(2) Marginal / Needs Improvement

- Performance does not consistently meet requirements
- Improvement is necessary
 - **Action Alert: Contact Human Resources to initiate process for coaching to success**

(1) Unsatisfactory

- Performance is below minimal acceptable standards
- Immediate improvement is required
 - **Action Alert: Contact Human Resources for assistance in developing a Performance Improvement Plan and coaching to success**

(N/A) Not Applicable / Not Observable

Comment Box:

This area is used to provide examples illustrating the impact of performance whether positive or negative and should be utilized to coach the employee to success and/or reinforce successful performance outcomes. Evaluators are expected to provide a comment to support all of their ratings.