# Employee Performance Rating Documentation

<table>
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<tr>
<th>Employee Name</th>
<th>Suggested Rating</th>
<th>☐ EXCEEDS EXPECTATIONS</th>
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**EXCEEDS EXPECTATIONS:** Performance consistently exceeded expectations in all essential areas of responsibility, and the quality of work overall was excellent. Annual goals were met.

- Routinely meets and exceeds expectations and role requirements by producing a high quality and quantity of work on a consistent basis.
- Possesses full knowledge of their job functions/duties as well as other related aspects of the unit, department and/or organization with the ability to explain and articulate such aspects clearly to others.
- Is dependable, highly reliable and follows through on all assignments.
- Recognized by peers, managers, students and other customers/personnel as collaborative, skilled, and reliable.
- Understands and is proactive in promoting the Principles of Community and other values of the organization.
- Able to resolve conflict or identify people or programs that can help resolve differences.
- Exhibits teamwork or is a team player and attempts to build consensus among team members.
- Takes initiative frequently that impacts their own team or other groups.
- Demonstrates the ability to take on progressive responsibility with a high level of success.
- Identifies problems and participates in solutions.
- Possesses a "can do" attitude.
- Actively supports the direction/mission/goals of the department and encourages the same from others.

Observable demonstrations or examples of rating:

Achievements that exceeded annual goals: