INSTRUCTIONS:

- **A performance rating of 1** should be given for a key function when an employee is essentially not performing assigned task/s.

- **A performance rating of 2** should be given for a key function when an employee exhibits inconsistent performance of assigned task/s.

- The characteristics of a 1 & 2 rating are not further defined. If a rating of 1 or 2 is indicated, a Performance Improvement Plan MUST be prepared.

- The detailed characteristics that define a performance rating of 3, 4 or 5 are listed below. To receive a rating of 3, 4 or 5 for a specific key function, the rating criteria for that score must substantially characterize performance of the employee in that key function. Supporting examples should be provided for items checked in the Score 4 and 5 columns. Documentation of accomplishments should be provided where appropriate (attach additional pages if necessary).

<table>
<thead>
<tr>
<th>SCORE 3 – EXPECTED PERFORMANCE</th>
<th>SCORE 4 – ROLE MODEL PERFORMANCE</th>
<th>SCORE 5 – EXPERT PERFORMANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Give examples/documentation to support score)</td>
<td>(Give examples/documentation to support score)</td>
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**Key function:**

- Demonstrates working knowledge
- Performs assigned tasks correctly
- Performs tasks in a timely manner
- Works independently with minimal supervision
- Handles routinely encountered problems
- Demonstrates responsible use of resources
- Demonstrates initiative to improve own expertise
- Demonstrates initiative to assume additional duties
- Consistently completes tasks prior to deadlines
- Leads by example and assists others in reaching departmental goals
- Recognizes more complex problems and troubleshoots
- Improves departmental use of resources
- Improves expertise of others through coaching, mentoring, and in-service presentations
- Contributes significantly to department’s efficiency by improving systems
- Anticipates time constraints and seeks opportunities to complete tasks prior to deadlines
- Leads internal projects/teams
- Anticipates and works to prevent problems
- Actively seeks ways to improve financial performance of organization

Examples/documentation: ______________________

Examples/documentation: ______________________

Examples/documentation: ______________________