

### **Consistently Exceeded Expectations**

Consistently exceeded all major job responsibilities and met goals. Demonstrated an on-going pattern of high-level "knock your socks off" extraordinary performance that significantly impacted the entire unit or OSU Extension at a level recognized as outstanding by peers, unit leaders, and others. Documentation to support this rating must be included in the performance review. Usually characterized as never been done before, unmatched, not equaled, and easily recognized by others in the unit as being extraordinary. This rating is intended to recognize specific, exceptional, "above and beyond" performance in the particular year under review, and not to recognize high-level performance that is generally consistent from year to year. Organizational expectation is that a small group of employees (roughly 0 - 15%) will be given this rating.

### **Often Exceeded Expectations**

Often exceeded major job responsibilities and met goals. Superior performance in all aspects of the job, characterized by notable skills, initiative, and superior job knowledge. Sought new and better ways to accomplish tasks. Was willing to assume additional responsibilities. Demonstrated performance that had a significant impact on the unit or OSU Extension.

Met expectations and additionally took appropriate actions to use skills and initiative. Anticipates problems and suggests or independently takes appropriate action. Keeps supervisor and team informed of progress, problems, and / or proposed solutions. Examples may include: volunteered or effectively participated on a committee, appropriately suggested new or better ways to do a task, sought and / or took on additional or new responsibilities as appropriate, improved the way a task or unit functions, etc. Organizational expectation is that many of our employees will fall in this category (roughly 50 - 70%).

### **Met Expectations**

Employee performs assigned responsibilities consistently well throughout the review period. Utilized ability and experience to produce the desired results that are expected from a qualified employee. Consistently contributed to the achievements of the overall unit and OSU Extension's goals. Demonstrated an on-going pattern of performance that fulfilled the job expectations. Correction is not required and performance is expected to continue at that same level and not decline. Examples may include: arrived and left on time, kept others informed as needed, met all deadlines, followed department and university policies and guidelines, etc. A solid employee committed to doing the job well. Organizational expectation is that a large group of employees will fall in this category (roughly 30-60%).

### **Did Not Meet Expectations**

May have met some major job responsibilities and goals, however fell short of required performance. Level of performance was less than expected. Must improve in order to meet performance expectations. Examples may include: sometimes did not keep the supervisor informed, did not ask questions in a timely manner in order to complete a task, not meeting deadlines, causing more work for others, and sometimes was tardy or late in meeting deadlines, etc. Specific steps for improvement must be included on the performance review.