

Appendix A: Performance Categories

| Results | DESCRIPTION |
|------------------------------------|---|
| Exceptional Results | Exceeded goals: Exceeds position requirements even on the most difficult and complex aspects of his/her job; Takes on additional assignments without negatively affecting other work; Goal or objective completed thoroughly, completely, and on or ahead of schedule |
| Successful Results | Exceeded some goals: Is doing an excellent job and usually exceeds most requirements; Demonstrates a willingness to perform beyond expectations; Goal or objective completed in a manner that was beyond what was expected |
| Achieved Results | Met goals: Is doing a good job; Handles most assignments within the scope of his/her responsibility; Does not require significant improvement; Completed the goal or objective as established |
| Achieved some, but not all Results | Met some but not all goals: Sometimes meets expectations, or Partially completed the objective - Inconsistent Performance. Does not perform the job satisfactorily; Does not produce the quantity, quality, and timelines of work expected; Unsatisfactory progress in attaining the goal or objective |
| Did not achieve Results | Did not meet goals: Does not meet performance requirements or did not complete the objective; Does not perform the job satisfactorily; Does not produce the quantity, quality, and timelines of work expected; Unsatisfactory progress in attaining the goal or objective |

THE ASSESSMENT OF OVERALL PERFORMANCE WILL CONSIDER BOTH WHAT IS ACHIEVED (RESULTS) AND HOW IT IS ACHIEVED (BEHAVIORS), IMPACTING THE FINAL PERFORMANCE CATEGORY.