GUIDELINES FOR RATING JOB ELEMENTS

For rating purposes, there are three levels of performance. A numerical value is given to each level in order to compute the non-weighted and weighted performance rating. The three levels and their numerical values are:

(DMS) does not meet standards = 1
(MS) meets standards = 2
(ES) exceeds standards = 3

The following examples are provided as a guide in determining the level of performance. They may be applied individually to each job element or the entire job.

(DMS) Has not successfully or consistently achieved the established performance standard(s); fails to grasp a basic understanding of the requirements for the job element(s); work needs to be checked and frequently corrected; errors exceed established standard(s); inconsistent in meeting established timeframe(s); needs direction and assistance on a regular basis; has difficulty following through on assignment(s); needs prompting on a regular basis.

(MS) Has successfully achieved performance standard(s); errors or exceptions are within established standard(s); performs duties assigned as stated in job element(s); meets timeframe(s) and follows through on assignment(s); may occasionally need direction and assistance; has good knowledge of current job requirements; has some knowledge of related work; understands the purpose of the position and how it interacts with other positions.

(ES) Has successfully achieved the performance standard(s) and exceeded the standard(s) for the job element(s); overall performance is clearly better than the established standard(s); skills in relation to the technical requirements of the job exceed standard(s); has skill to be consistently successful in meeting difficult challenges; work seldom needs review or correction; works independently; does not need direction or assistance; possesses a depth of job knowledge that reaches into related work.