

Competencies All Employees

- Attendance & Punctuality
- Customer Service
- Ethics & Integrity
- Flexibility
- Job Knowledge
- Team Work

Competencies Supervisor/Manager Positions

- Coaching & Mentoring
- Communication
- Conflict Management
- Cultural Awareness
- Strategic Vision
- Team Leadership

PE Rating Scale

Rating Scales	Description	Score	Comments Required
Exceptional	The employee is a top performer and routinely exceeds and sets new standards.	5	Yes
Above Average	The employee often exceeds expectations beyond normal. Continues to work toward higher standards.	4	No
Meets Expectations	The employee consistently meets the position standards, performance is fully acceptable, and demonstrates sound balance in quality and quantity of work.	3	No
Needs Improvement	The employee behaviors are inconsistent in meeting assigned responsibilities; knowledge and skills are evident, work ethic or confidence may prevent full use of the knowledge and skills.	2	Yes
Unsatisfactory	The employee does not perform at an acceptable level to meet the position standards. Improvements have not been achieved after receiving previous feedback and guidance.	1	Yes