Performance Rating Definitions

The following performance rating scale is the standard for assessing performance of Berkeley-Haas non-represented staff in 2017.

**Exceptional:** Performance went well beyond expectations in all essential areas of responsibility and was consistently outstanding throughout the performance year. The quality of work overall was superior. All annual performance commitments were met or exceeded; and, the results made an exceptional impact or unique direct contribution to unit’s or school’s goals. The Haas Core Competency of Collaboration was fully modeled in the way performance commitments were achieved and the employee was seen by others as a role model for Collaboration in accordance with the Berkeley-Haas Defining Principles. This rating can be achieved by any employee though it requires superior performance to attain.

**Exceeds Expectations:** Performance consistently went beyond expectations in all essential areas of responsibility throughout most, if not all, of the performance year. The quality of work overall was extraordinarily good. All annual performance commitments were met or exceeded and the results significantly advanced the unit’s or school’s goals. The Haas Core Competency of Collaboration was fully modeled in

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1 Behaviors Associated with Collaboration: 1) Engages others often and easily to accomplish work by including and involving them in problem solving and making decisions. 2) Actively shares information and personal expertise with others to enable accomplishing goals. 3) Proactively builds productive, sustainable working relationships based on mutual respect and trust. 4) Balances individual and team goals by being self-aware and open to feedback and by helping others perform at their best.

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the way performance commitments were achieved in accordance with the Berkeley-Haas Defining Principles.

**Meets Expectations:** Strong performance that consistently fulfilled expectations and at times exceeded these in all essential areas of responsibility. The quality of work overall was good. Most annual performance commitments were met and the results support the unit’s or school’s goals. The Haas Core Competency of Collaboration was demonstrated in the way performance commitments were achieved in accordance with the Berkeley-Haas Defining Principles.

**Performance Improvements Needed:** Performance did not consistently meet expectations in one or more essential areas of responsibility, and one or more performance commitments were not met. The Haas Core Competency of Collaboration was not demonstrated in the work performance nor was performance in accordance with the Berkeley-Haas Defining Principles. A plan to improve performance must be developed, including timelines and indicators of success, and monitored to measure progress.

**Unsatisfactory Performance:** Performance was consistently below expectations in most essential areas of responsibility, and/or reasonable progress toward performance commitments was not made. Significant improvements are needed in one or more important areas. The Haas Core Competency of Collaboration was not demonstrated in the work performance nor was performance in accordance with the Berkeley-Haas Defining Principles. A plan to correct performance must be developed, including timelines and indicators of success, and monitored to measure progress.

Behaviors Associated with Collaboration:

1. Engages others often and easily to accomplish work by including and involving them in problem solving and making decisions.
2. Actively shares information and personal expertise with others to enable accomplishing goals.
3. Proactively builds productive, sustainable working relationships based on mutual respect and trust.
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