

Evaluation of Employee Performance - Rating Criteria (Sample)

Duty	1 Fails to Meet	2 Barely Meets	3 Meets	4 Exceeds	5 Greatly Exceeds
Evaluation of Employee Performance	<p>Disregards compliance with the requirements outlined by 101 KAR 2:180 pertaining to the completion of performance evaluation system trainings, meetings and documentation.</p> <p>Fails to complete a phase in the performance evaluation process.</p>	<p>Neglects to comply with the requirements outlined by 101 KAR 2:180 pertaining to the completion of performance evaluation system trainings, meetings and documentation.</p> <p>Does not consistently abide by the agency requested or regulatory compliance dates for the required performance evaluation system meetings without acceptable justification.</p> <p>Interim comments do not contain enough detail to adequately justify the rating(s) given. Interim comments are duplicated and are not specific to the interim period.</p>	<p>Completes all required performance evaluation system trainings, meetings and documentation as outlined by 101 KAR 2:180.</p> <p>Exercises and demonstrates fair and equitable treatment of all employees in accordance with all federal and state employment laws and related Executive Orders including the agency's policies, guidelines and procedures.</p> <p>Meets agency requested or regulatory compliance dates for evaluation meetings.</p> <p>Interim comments adequately justify the rating(s) given.</p>	<p>Meets expectations AND;</p> <p>Completes all required performance evaluation system meetings as outlined by 101 KAR 2:180 by the agency requested or regulatory compliance date.</p> <p>Provides employees a copy of their PD to aid in consistency of the performance plan.</p> <p>Requests employees provide comments relevant to their performance for use in developing interim review comments.</p> <p>Interim comments include ample documentation to justify the rating(s) given and provide specific examples of how the employee performed to meet, exceed or fail to</p>	<p>Exceeds expectations AND;</p> <p>Completes all required performance evaluation system meetings as outlined by 101 KAR 2:180 by the agency requested or regulatory compliance date.</p> <p>Uses the Evaluator Checklist when completing each phase of the evaluation process.</p> <p>Reviews performance plan and employee feedback prior to creating and finalizing interim review comments to aid in accuracy throughout the performance year.</p> <p>Offers for the Next-Line Supervisor to review performance plans, interim review comments and annual</p>

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				meet expectations.	evaluations and ratings prior to meeting with employees.