## 5-Point Rating Scale

<table>
<thead>
<tr>
<th>Numerical Ratings for the Goals</th>
<th>Category and Definition</th>
</tr>
</thead>
</table>
| **5.0** FE – Far Exceeds Expectations | - Employees at this level create breakthrough performance and significantly elevate workgroup effectiveness and/or company performance and work is performed in a manner that exemplifies company ethics, values, and behaviors  
- Is self-directed, working independently with minimal coaching, routinely performs well beyond maximum level of proficiency or competence  
- Consistently exceeds performance expectations in quality, timeliness and quality of work completed |
| **4.0** EX – Exceeds Expectations | - Work is performed in a manner that highly demonstrates company ethics, values, and behaviors  
- Often goes beyond the basic requirements and takes on initiatives that add value  
- Frequently exceeds or performs at and occasionally surpasses maximum level of proficiency or competence, quality and timeliness  
- Requires occasional direction or coaching |
| **3.0** ME – Meets Expectations | - Work is performed in a manner that is sufficiently consistent with company ethics, values, and behaviors.  
- May occasionally take initiative to go beyond what is required  
- Produces acceptable work products, performs at expected level of proficiency or competence and timeliness  
- Requires some direction and coaching; may need help assigning the correct priorities and determining right course of action |
| **2.0** DR – Development Required | - Overall performance does not consistently meet established job responsibilities or goals within job level, or work is performed in a manner that is not consistent with company ethics, values, and behaviors  
- Performance is usually at or meets job requirements, however the need for further development and improvement is clearly recognized  
- Requires more than normal time to coach and correct work  
- Either does not complete assignments, or completes assignments, but cannot be relied upon to complete them with acceptable quality, on time and/or without significant rework |
| **1.0** IR – Improvement Required | - Overall performance does not meet established job responsibilities or goals within job level, or work is performed in a manner that is inconsistent with company ethics, values, and behaviors  
- Will be placed on a Performance Improvement Plan within one month of performance discussion in coordination with Human Resources  
- Performance must significantly improve within the Performance Improve Plan structure |