

PERFORMANCE STANDARDS/RATING SCALE

The performance rating shall be based on the following rating scale, 5 being the highest and 1 the lowest, with its corresponding equivalent adjectival rating, and description:

RATING		DESCRIPTION
Numerical	Adjectival	
5	Outstanding	<p>Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity and initiative.</p> <p>Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility.</p> <p>Employee's achievements and contributions to the organization are of marked excellence.</p>
4	Very Satisfactory	<p>Performance exceeded expectations. All targets were achieved above the established standards.</p>
3	Satisfactory	<p>Performance met expectations in terms of quality of work, efficiency, and timeliness.</p>
2	Unsatisfactory	<p>Performance failed to meet targets. One or more critical targets were not met.</p>
1	Poor	<p>Performance failed to meet targets by 50% of the agreed standards.</p>