

GUIDELINES FOR RATING JOB ELEMENTS

For rating purposes, there are three levels of performance. A numerical value is given to each level in order to compute the non-weighted and weighted performance rating. The three levels and their numerical values are:

- (DMS) does not meet standards = 1
- (MS) meets standards = 2
- (ES) exceeds standards = 3

The following examples are provided as a guide in determining the level of performance. They may be applied individually to each job element or the entire job.

- (DMS) Has not successfully or consistently achieved the established performance standard(s); fails to grasp a basic understanding of the requirements for the job element(s); work needs to be checked and frequently corrected; errors exceed established standard(s); inconsistent in meeting established timeframe(s); needs direction and assistance on a regular basis; has difficulty following through on assignment(s); needs prompting on a regular basis.
- (MS) Has successfully achieved performance standard(s); errors or exceptions are within established standard(s); performs duties assigned as stated in job element(s); meets time frame(s) and follows through on assignment(s); may occasionally need direction and assistance; has good knowledge of current job requirements; has some knowledge of related work; understands the purpose of the position and how it interacts with other positions.
- (ES) Has successfully achieved the performance standard(s) and exceeded the standard(s) for the job element(s); overall performance is clearly better than the established standard(s); skills in relation to the technical requirements of the job exceed standard(s); has skill to be consistently successful in meeting difficult challenges; work seldom needs review or correction; works independently; does not need direction or assistance; possesses a depth of job knowledge that reaches into related work.