PERFORMANCE APPRAISAL TOOL (PAT)
Ratings Guide

- **OUTSTANDING:** Performance frequently and significantly exceeds established expectations and standards for quality, quantity and timeliness; outcomes are well above fully competent performance; elevates standards to a new level, explores and implements improved methods of accomplishing desired outcomes.

- **EXCEEDS EXPECTATIONS:** Performance consistently exceeds established expectations and standards for quality, quantity and timeliness. Takes initiative and engages in creative problem solving, performance is beyond what is expected in most aspects of the job.

- **MEETS EXPECTATIONS:** Demonstrates full competency in the majority of core job responsibilities and expectations. Achieves results as expected for this position. May occasionally produce work at an exceptional level or at a level requiring improvement.

- **REQUIRES IMPROVEMENT OR LEARNING ROLE:** Performance of certain responsibilities does not achieve expected results. Proficiency may be demonstrated in some areas of responsibility, but other key areas require improvement. For new employees this may be simply because the employee is still learning the role. For more experienced employees, performance requires improvement.

- **UNSATISFACTORY:** Performance is frequently unacceptable. Coaching and training, if applicable, have not resulted in satisfactory improvement to work performance.

- **N/A**