

<p>Substantially Exceeds Performance Requirements (SE) (Note: If rating an Employee at this level, you MUST add comments.)</p> <p>Work or performance that is considerably and consistently above the requirements of the job functions, success criteria, and performance characteristics.</p>	<p><u>Substantially Exceeds Performance Requirements</u></p> <p>This employee's performance includes several of the following:</p> <ul style="list-style-type: none"> • Looks for ways to improve their area or processes; • Considered highly reliable; • Completion of a major goal; • Work of exceptional quality in all essential areas of responsibility; • Exceptional or unique contribution in support of the division or University objectives; • Demonstrates the ability to take on progressive responsibility with a high level of success; • Demonstrates exceptional in-depth knowledge of their job functions/duties; • Highly recognized by others within the University community or within their area of expertise as an authority in their area of work; • Employee's performance influences others to perform better, by either: i) naturally motivating and inspiring others to perform better, ii) coaching others, or iii) creating results that pave the way for others and/or are used as a model; • Skillfully handles multiple and varied types of tasks with competing priorities;
<p>Exceeds Performance Requirements (EP) (Note: If rating an Employee at this level, you MUST add comments.)</p> <p>Work or performance that is above the requirements of the job functions, success criteria, and performance characteristics.</p>	<p><u>Exceeds Performance Requirements</u></p> <p>This employee's performance can include:</p> <ul style="list-style-type: none"> • Routinely volunteers for extra work/responsibility while maintaining strong job performance; • Suggests new policies, procedures, techniques as a need emerges rather than waiting until the need is overwhelming; • Maintains a positive and professional manner even when under severe provocation or pressure; welcomes constructive criticism; • Effectively juggles multiple priorities, tasks, and/or user requests; • Helps facilitate change in a positive manner; • Readily assumes responsibility; • Demonstrates an exceptional commitment to service over time, thus representing the department in a manner that reflects well on the College internally and externally; • Communicates clearly; fosters communication in every direction by actively engaging in the exchange of information and encouraging this activity in supervised staff; • Ongoing strong work in spite of unusually challenging circumstance, such as being short staffed; • Self-starter; • Employee who shows integrity in wanting to produce excellent results without detailed direction; • Initiating follow-up that was not suggested or required by supervisor; • Recognized by peers, managers, students and others as collaborative, skilled, and reliable; • Has been effective in a variety of settings; • In representing the division or University, effectively interact with peers, managers, colleagues, other University staff, and students (if applicable); • Exhibits teamwork or is a team player in varied settings without prompting and can work collaboratively with others. • Demonstrates the ability to explain and articulate important aspects of their job, division or the University clearly to others.

<p>Meets Performance Requirements (MP) Work or performance of job functions, success criteria, and performance characteristics that is routinely satisfactory.</p>	<p><u>Meets Performance Requirements</u></p>
<p>Needs Improvement (NI) Work or performance that requires improvement in certain areas while other job functions, success criteria, or performance characteristics may be satisfactory.</p>	<p><u>Needs Improvement</u></p> <p>This employee likely exhibits one or more of the following:</p> <ul style="list-style-type: none"> • Sometimes completes assignments/tasks in an incompetent manner or requires clarification or time extension; • Requires supervision due to low performance or skill level; • Inconsistently performs job functions/duties or responsibilities; • Demonstrates minimal initiative; • Engages in less effective or less than positive interactions with peers, colleagues, management, students or members of the University community;
<p>Unsatisfactory (UN) (Note: If rating an Employee at this level, you MUST contact HR for WRITTEN APPROVAL in advance.)</p> <p>Work or performance that fails to meet the requirements of the job functions, success criteria, or performance characteristics.</p>	<p><u>Unsatisfactory</u></p> <p>The employee may act in one of more of the following ways:</p> <ul style="list-style-type: none"> • Consistently fails to competently complete assignments/tasks and consistently fails to produce quality work product even with clarifications or time extensions; • Works at a level of minimum standards, with inconsistent productivity; • Fails to possess full knowledge of their job functions/duties; • Perceived by peers and managers as non-collaborative and not being a team player; • Interacts with peers, managers, other University staff, students, parents, or the public in a negative or unprofessional manner; • Takes little or no initiative, even with prompting. <p>Illustrative Examples (not intended to be exhaustive)</p> <ul style="list-style-type: none"> • Purposefully insubordinate; • Habitually negligent in carrying out responsibilities; • Habitually misuses telephone and/or computer resources; • Purposefully wastes materials; damages equipment or property; • Requires substantial supervisory monitoring, consultation, and modification to implement goals and priorities in a timely and/or effective manner; • Unwilling or unable to respond to crises, obstacles, and/or changes in program direction; • Often fails to recognize and identify routine problems or • Doing things that negatively affect others' performance, or puts Winthrop at risk. <p>*Prior to administering an overall performance rating of Unsatisfactory in the EPMS process, the supervisor must administer a Performance Improvement Plan under the guidance of HR. If at the end of the time period outlined in the Performance Improvement Plan, the employee's performance remains Unsatisfactory overall, the employee will be terminated.</p>