

## **Annual Performance Review - 5 Point Rating Scale**

### **5 Exceptional**

Performance and Results consistently exceeded all expectations. Employee was an exceptional contributor to the success of the department or branch and to the Library District. Employee demonstrated role model behaviors.

### **4 Exceeds Expectations**

Performance and Results met all and exceed most (more than half) of the established standards and expectations of requirements. Demonstrates complete mastery of job accountabilities and responsibilities in the area of rating.

### **3 Consistently Meets**

Performance and Results met all and may have exceeded some (less than half) of job requirements and expectations. Demonstrates the required skills and knowledge to regularly meet position requirements. Employee was a solid contributor to the department or branch and the Library District.

### **2 Needs Improvement**

Performance and Results met most (more than half) but failed to meet some (less than half) of established performance expectations. Employee needs to further improve in one or more areas of expected job results or behavioral competencies. Requires more supervision than expected for individual's role in the organization and/or experience.

### **1 Unsatisfactory**

Performance and Results did not meet all or most (more than half) of the established performance expectations. Employee needs improvement in critical areas of expected job results or behavioral competencies. Significant improvement is needed.