### Performance Management

#### Classified Employees

#### Annual Evaluation Rating Scale Description

<table>
<thead>
<tr>
<th>Rating</th>
<th>Description</th>
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| **Exceptional**               | • Consistently performed job duties  
                                 • Work and behavior expectations consistently met  
                                 • Consistently exceeded performance goals and supervisor’s expectations  
                                 • Anticipated and took on additional duties beyond major responsibilities |
| **Successful**                | • Consistently performed job duties  
                                 • Work and behavior expectations consistently met  
                                 • Met performance goals and supervisor’s expectations  
                                 • Completed and verified own work in a timely, accurate and thorough manner |
| **Needs Improvement/Unsuccessful** | • Did not consistently and/or accurately perform job duties  
                                       • Work and/or behavior expectations were not met  
                                       • did not meet performance goals and/or supervisor’s expectations  
                                       • not consistently reliable in handling daily duties  
                                       • may require more supervision than is expected. |
| **Not Evaluated**             | • The Not Evaluated ratings are those given to employees who are newly hired in an agency and the agency determines an insufficient amount of time has elapsed for a sufficient evaluation.  
                                 • The Not Evaluated category is distinguished from the Unrated evaluations which are primarily used when Chapter 10 of the State Civil Service Rules are not met. |
| **Not Applicable**            | • Not Applicable                                                                                                                                             |