

Example of a rating scales scheme

Name
Job title
Department
Length of time in post Date of appraisal

Overall performance

.....
.....
.....

The objectives of this section are to provide the employee with clear feedback about overall performance.

Check the box below which best summarises the employee's overall performance against work expectations. Your rating should consider: how well work assignments were achieved; how the employee went about achieving them; their difficulty; and what other results were achieved apart from planned assignments. When possible, take into consideration your experience with other employees in similar jobs and along the same factors. The rating scale includes three ranges of acceptable and one level of unacceptable performance, defined as follows:

Exceeded Expectations

Achievements consistently exceeded objectives or requirements

Achieved Expectations

Achievements consistently met the majority of objectives or requirements. In some areas, accomplishments may have exceeded work expectations whereas in others, they may occasionally have fallen slightly short; however, the overall performance is acceptable for accomplishing objectives or requirements

Below Expectations

Achievements frequently did not meet several of the objectives or requirements. With improvements in designated areas of the development plan, this employee should perform at a more satisfactory achievement level

Not Acceptable

Achievements consistently fell below objectives or requirements. Counselling and/or disciplinary action should be considered unless improvement is shown

SAMPLE