

Performance Reviews total ratings are made up of the rating from the Goals section and from the Performance Competency sections. Managers must ensure both section ratings are complete prior to finalizing review.

Rating Scale:

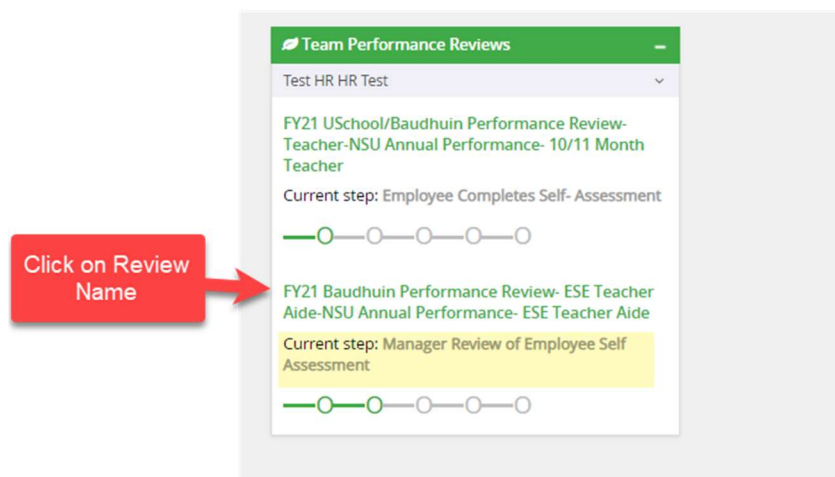
Exceptional*	Consistently superior and significantly exceeds position requirements.
Highly Effective	Frequently exceeds position requirements.
Proficient	Consistently meets position requirements.
Inconsistent	Meets some but not all position requirements.
Unsatisfactory*	Consistently fails to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills.
N/A New or Not Applicable	Employee in position less than 90 days.

**Rating of Exceptional or Unsatisfactory requires a brief explanation to support the rating.*

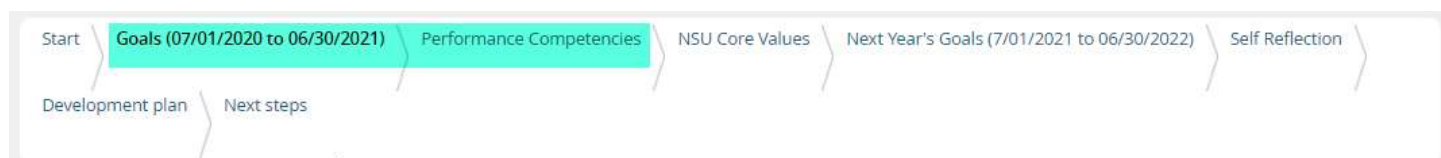
Rating an Employee

The manager will be able to rate their employee in the second step of the review, “Manager Review of Employee Self-Assessment” and will be able to make updates to their rating in both the “Manager Review of Employee Self-Assessment” step and the “Manager and Employee Meet and Review” step.

1. Log into NSU Careers
2. Your Employee Dashboard will appear → Go to Team Performance Reviews → click on the review name showing in “Manager Review of Employee Self-Assessment” step:



3. Go to the section being rated:



4. When in the section a slider bar will appear next to each goal/competency/standard. Supervisor will use the slider bar moving right to left to choose desired rating, based on the rating scale. **Rating of Exceptional or Unsatisfactory requires a brief explanation to support the rating.*

5. At the bottom of the section, managers will see a “Summary” of their ratings for the section.

- Supervisor will then move to the next rated section and repeat steps.
- To see the overall rating for the review, go to the Next Steps section. Keep in mind the overall rating is taking in consideration the ratings of both rated sections (see rated sections below).

Overall rating is taking in consideration ratings in both rated sections. *there must be a rating in both sections



Proficient (Performance consistently meets position requirements.)

Summary

Summary

Lisseth Watkins

Goals

1. 1. Provides nurturing and assistance to children in the classroom to ensure an enriching, safe, and clean classroom, and playground environment.

Proficient.
Performance consistently meets position requirements.

Your next step: Manager and Employee Meet and Review



Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step

Go to next step

[View entire process](#)