

Calculating Overall Performance Ratings			
		<b>Enter</b> each Service Objective	<b>Enter</b> performance rating for each objective on a scale of 1 to 3
<b>Service Objectives (key job accountabilities, bureau priorities, functional project work and/or efficient delivery of quality services. "What we do")</b>	Goal 1		
	Goal 2		
	Goal 3		
	Goal 4		
	Goal 5		
<b>Service Objectives Subtotal</b>			0
<b>Number of Service Objectives</b>			0
<b>Average Service Rating</b>			#DIV/0!
		<b>Enter</b> each People Objective	<b>Enter</b> performance rating for each objective on a scale of 1 to 3
<b>People Objectives (Support employees, citizens, and other customers; creating an inclusive and supportive environment, personal development and learning. "How we do it")</b>	Goal 1		
	Goal 2		
	Goal 3		
	Goal 4		
	Goal 5		
<b>People Objectives Subtotal</b>			0
<b>Number of People Objectives</b>			0
<b>Average People Rating</b>			#DIV/0!
<b>Combined Score</b>			#DIV/0!
<b>Overall Rating</b>			#DIV/0!

Please see guidance document for further instructions on merit range.

**The Average Service Rating, Average People Rating, Combined Score, and Overall Rating will show a value of #DIV/0! until you have entered scores for each objective in each section.**

<b>Service Rating</b>	<b>Exceeded Exceptions</b> 3	<b>Met Expectations</b> 2	<b>Did Not Meet Expectations</b> 1
<b>People Rating</b>	<b>Exceeded Exceptions</b> 3	<b>Met Expectations</b> 2	<b>Did Not Meet Expectations</b> 1

Combined Average of Service and People Objectives Rating

<b>Overall Rating</b>	<b>Superior</b>	<b>Commendable</b>	<b>Effective</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Too New to Rate</b>
<b>Combined Scoring</b>	(5.5 - 6.0)	(4.5 - 5.4)	(3.5 - 4.4)	(2.5 - 3.4)	(2.0 - 2.4)	N/A
<b>Merit Increase</b>	4.0 - 4.1%	3.0 - 3.9%	2.0 - 2.9%	1.0 - 1.9%	0%	0%

<b>Overall Rating</b>	<b>Superior</b>	<b>Commendable</b>	<b>Effective</b>	<b>Needs Improvement</b>	<b>Unsatisfactory</b>	<b>Too New to Rate</b>
<b>Definition:</b>	Performance levels and accomplishments far exceed normal expectations.	Performance frequently exceeds job requirements.	Performance clearly and fully meets all the requirements of the position in terms of quality and quantity of work.	Performs to and meets job requirements, however the need for further development and improvement is clearly recognized.	Performance must improve significantly within a reasonable period of time if the individual is to remain in this position.	Hired after October 1 <sup>st</sup> during the performance year.