

Planning and Evaluation Tool Rating Scale

A numeric and letter rating scale with corresponding descriptors has been provided. Choose the rating scale that best represents the culture of the organization and use it consistently throughout the document.

EE / 4		Exceeds Expectations Exceeded requirements on most or all of the objectives and competencies.
ME / 3		Meets Expectations Fulfilled requirements and met performance objectives and competencies for the position assessed.
P / 2		Progressing Fulfilled some of the requirements of the objectives/competencies. Progress is being observed for the majority of requirements.
NI / 1		Needs Improvement Fulfillment of objectives and competencies was less than adequate in all or most respects. Performance is below satisfactory level and must improve.

The profiled proficiency levels of the competencies and the 'Meets Expectations' rating represent the performance expected of a fully-functional individual who is experienced in his or her role. An individual who is new to his or her role and who is performing at an acceptable level, may receive an evaluation that reflects their development towards an expected proficiency level. They may receive a competency rating or an overall rating of 'Progressing' as a reflection of their continued growth and development in the role. This is normal and expected.