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:

	Team Performance Reviews
	Test HR HR Test ~
	FY21 USchool/Baudhuin Performance Review- Teacher-NSU Annual Performance- 10/11 Month Teacher
	Current step: Employee Completes Self- Assessment
Click on Review	-0-0-0-0
Name	FY21 Baudhuin Performance Review- ESE Teacher Aide-NSU Annual Performance- ESE Teacher Aide
	Current step: Manager Review of Employee Self Assessment
	—0—0 —0—0

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.*

	Slide from right to left to select wanted rating	
Add comment 🗸 🗸	Rating from scale will show here as you slide left/right	Lisseth Watkins Proficient Performance consistently meets position requirements.
	There are no comments for this goal.	
∨ 10. Reliability (attendan	ce, punctuality, meeting deadlines).	Lisseth Watkins Proficient Performance consistently meets position requirements.
Save & Share Save as Draf	Cancel There are no comments for this goal.	

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

scroll down to the bottom of the section	~ 10. Reliability (attendance, punctuality, meeting deadlines).	Lisseth Watkins
	Add comment	
	Summary: Performance Competencies Lisseth Watkins Not rated	
	€ Back	Next >

- 6. Supervisor will then move to the next rated section and repeat steps.
- 7. 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).

verall rating is taking consideration ratings both rated sections. here must be a rating in both sections Proficient (Performance consistently meets position require	rements.)	Your next step: Manager and Employee Meet and Review
Summary	:	Clicking "Go to next step" will move this review to the next step and you will be unable to return to this step
▼ Goals		Go to next step
 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.	View entire process