

## Table 2. Performance Standards Summary

**GENERIC LEVELS OF ACHIEVEMENT**

**CHARACTERISTICS OF ACHIEVEMENT LEVELS**

<b>100%</b>	<ul style="list-style-type: none"> <li>✓ Exceptional Initiative</li> <li>✓ Versatility</li> <li>✓ Originality</li> <li>✓ Creativity</li> <li>✓ Convey Complex Issues</li> <li>✓ Minimal Supervision</li> <li>✓ Cooperative</li> <li>✓ Responsive</li> </ul>	<ul style="list-style-type: none"> <li>✓ Resolves Conflict</li> <li>✓ Leadership</li> <li>✓ Integrity</li> <li>✓ Competency</li> <li>✓ Commitment</li> <li>✓ Candor</li> <li>✓ Sense of Duty</li> </ul>
<b>70%</b>	<ul style="list-style-type: none"> <li>✓ Elements Attained Effectively and Efficiently</li> <li>✓ High-Quality Work</li> <li>✓ High Quantity of Work</li> <li>✓ Orderly</li> <li>✓ Timely</li> <li>✓ Correct</li> <li>✓ Thorough</li> </ul>	<ul style="list-style-type: none"> <li>✓ Cost-Effective</li> <li>✓ Consistently above Average Reliability</li> <li>✓ Resourceful</li> <li>✓ Productive Cooperative Efforts</li> <li>✓ Clear, Precise, Convincing Communications</li> </ul>
<b>50%</b>	<ul style="list-style-type: none"> <li>✓ Elements Accomplished</li> <li>✓ Mostly Reliable</li> <li>✓ No Unacceptable Delays</li> </ul>	<ul style="list-style-type: none"> <li>✓ Minimally Correct</li> <li>✓ Reasonable Cooperation</li> <li>✓ Clear and Concise Communications</li> </ul>
<b>UNSATISFACTORY* (below 50%)</b>	<ul style="list-style-type: none"> <li>✓ Failure in Quality</li> <li>✓ Failure in Completeness</li> <li>✓ Failure in Quantity</li> <li>✓ Failure in Timeliness</li> <li>✓ Products Were Deficient</li> </ul>	<ul style="list-style-type: none"> <li>✓ Contrary to Direction</li> <li>✓ Did Not Meet Minimum Specs</li> <li>✓ Inconsistent</li> <li>✓ Incomplete</li> <li>✓ Flawed/Substandard</li> </ul>

**\* If any performance element is assessed at the unsatisfactory level of achievement (numerical score <50% of assigned weight), the overall rating will be "Failure" for the Performance Appraisal.**