CLEMSON
U N I V E R S I T Y

Performance Levels

The distribution scale outlined is intended as a guide to demonstrate a typical distribution of ratings. There is no required or compelled distribution.

Rating	Performance Description	Typical Distribution
Top Performance	Significantly exceeded expectations for all job functions, objectives, and competencies; made significant or unique contributions to the University and is considered a role model; is considered to have the highest potential for ongoing development and advancement. This rating is intended to be reserved for the highest level of performance.	2-5%
Exceptional Performance	Consistently demonstrated more than expected results in all job functions and objectives; consistently demonstrated the full range of positive job-related competencies.	10-15%
Successful Performance	Consistently demonstrated full achievement in all job functions and objectives and frequently exceeded expectations; consistently demonstrated positive job-related competencies.	50-60%
Developing Performance	Did not fully meet the stated job functions and objectives for the review period; demonstration of competencies was inconsistent; This rating is appropriate for employees who need to develop skills or receive additional training in order to fully contribute in their role. Consistent performance monitoring, coaching and improvement is necessary.	10-15%
Improvement Needed	Did not consistently meet performance expectations in terms of job functions and objectives and required frequent supervisory direction; achievements, contributions and/or competencies did not meet the requirements for the position; significant improvement is necessary, and a Performance Improvement Plan or Warning Notice for Substandard Performance may be required.	2-5%
Unsuccessful Performance	Actual performance of functions and achievement of objectives and/or competency behaviors did not meet the stated job duties and objectives for the review period; performance negatively affected team or University success. NOTE: This rating only may be used after the substandard performance process has been followed.	2-5%