



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; demonstrated competencies at a superior level; made outstanding and significant 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 exceeded expectations; demonstrated competencies at a high level. Performance throughout the review period is consistently “above and beyond,” achieving goals with very limited or no supervision.	10-15%
Successful Performance	Consistently met expectations; demonstrated competencies at the expected level. The performance demonstrates effective prioritization of work and completion of assigned tasks. Viewed as someone who can be relied on to get the job done.	50-60%
Developing Performance	Partially met expectations and/or inconsistently demonstrated competencies at the expected level; consistent performance monitoring, coaching, and training are necessary. This rating is appropriate for employees who are (1) new to role and/or (2) new to certain responsibilities within their role and who need to develop skills or receive additional training in order to fully contribute.	10-15%
Improvement Needed	Did not consistently meet expectations and/or did not consistently demonstrate competencies at the expected level; required frequent supervisory direction and significant improvement is necessary. A Performance Improvement Plan or Warning Notice for Substandard Performance may be required.	2-5%
Unsuccessful Performance	Performance did not meet expectations and did not demonstrate competencies at the expected level; performance negatively affected team or University success. The staff member is entitled to adequate notice of substandard performance and the opportunity to improve the substandard performance in accordance with SC Employee Performance Management System Model Policy before receiving an overall “unsuccessful performance” rating and being removed from the position.	2-5%