

Summary Rating Derivation

The following information and example below is provided for ITA employees to illustrate how the Department's 5-Level Performance Appraisal Summary Ratings are derived.

To derive a final, or summary, performance rating at the end of the appraisal cycle, each critical element must be assessed against the generic (and supplemental) performance standards established at the beginning of the cycle or as modified and documented during a progress review. Each element is evaluated and translated into a score using the following point scale:

Level 5 (the highest level of performance) = 5 points

Level 4 = 4 points

Level 3 = 3 points

Level 2 (shows notable deficiencies) = 2 points

Level 1 (unacceptable performance) = 1 point

After each critical element has been rated, multiply the score for each element by the percentage of weight assigned to it. No fractional scores or weights may be used.

Example:

Critical Element 1 is 30% of plan	Rated at Level 4	$30 \times 4 = 120$ points
Critical Element 2 is 30% of plan	Rated at Level 3	$30 \times 3 = 90$ points
Critical Element 3 is 20% of plan	Rated at Level 5	$20 \times 5 = 100$ points
Critical Element 4 is 20% of plan	Rated at Level 4	$20 \times 4 = 80$ points

TOTAL 390 points

Total the individual scores to determine the overall score. In the example above, the sum of $120 + 90 + 100 + 80 = 390$. Using the ranges below, determine what range the overall score (example 390) falls within.

Overall Score Summary Rating

470 – 500 points	Level 5
380 – 469 points	Level 4
290 – 379 points	Level 3
200 --289 points	Level 2
100 – 199 points	Level 1

This becomes the employee's summary rating for that performance appraisal cycle. In the example cited, the final summary rating would be a Level 4 since the score of 390 falls within the range for Level 4.

Note: If a critical element is rated at a level 1, that becomes the overall summary rating and the rating of record.