



**2015 Staff Performance
Feedback**

WHERE WE HAVE COME FROM

2015 Staff Performance Feedback Form: Service Technician Example

2015 Staff Performance Feedback Form

RATING SCALE

Rating Scale

- 1 -- Unsatisfactory:** Immediate and sustained performance improvement required to remain at HSC.
- 2 -- Not Meeting Expectations:** Did not meet some expectations.
- 3 -- Meets Expectations:** Met HSC standards / expectations.
- 4 -- Exceeds Expectations:** Consistently delivers above HSC standards / expectations.

Rating- 1

Unsatisfactory: Immediate and sustained performance improvement required to remain at HSC.

- Has received several warnings
- Is likely on a performance improvement plan
- Cannot or does not consistently complete job assignments and/or fails to meet expectations
- May have significant behavior issues such as poor attendance, taking frequent or unscheduled breaks, etc.

Rating- 2

Not Meeting Expectations: Did not meet some expectations.

- Does not consistently meet expectations on all main job responsibilities (may meet some and not others)
- Does not do what they are supposed to be doing all of the time
- Tardiness, incomplete tasks, professionalism may be issues
- When mistakes are made, does not or cannot fix them/ repeats the mistake
- May be on a verbal or written warning

Rating- 3

Meets Expectations: Met HSC standards/ expectations.

- Meets expectations on all main job responsibilities
- Does what they are supposed to be doing
- Comes to work on time, works hard, and leaves when it is time to go home (no above and beyond)
- Takes ownership of mistakes, addresses the issue, and moves on
- Reliable team member

Rating- 4

Exceeds Expectations: Consistently delivers above HSC standards / expectations.

- Exceeds expectations: Willing to put in extra time and/or effort to do their job even better than what is expected
- Problem-solver: creates and innovates to make the department and institution better, finds ways to help others
- Takes initiative, Self-starter: Does not wait for someone to tell them what to do next and finds ways to do more than what is asked
- Anticipates needs: Tries to find ways to make things easier for others or address their concerns

Questions?

- Visit the OPD website to access the [Staff Performance Feedback Resources](#)
- Attend a Q/ A Session (see handout)
- Email OPD@unthsc.edu or HRS@unthsc.edu
- Call OPD at 817-735-0267 or
HR at 817-735-2690