

**San José State University
Staff Performance Evaluation**

RATING SCALE WITH EXPLANATION

RATING	EXPLANATION
(N)	“Not Applicable” or “Not Observed”
(1)	<p>Unacceptable</p> <ul style="list-style-type: none"> • The individual fails to meet job function and performance factor expectations in this area. • Performance is substandard and requires immediate improvement or discipline will result.
(2, 3)	<p>Not Satisfactory</p> <ul style="list-style-type: none"> • The individual meets some, but not all, job function and performance factor expectations in this area. • Extra supervision and coaching is required. • Marginal – Fair. • Improvement is needed to meet job requirements.
(4, 5, 6)	<p>Satisfactory</p> <ul style="list-style-type: none"> • The individual meets the job function and performance factor expectations in this area. • Does a good job. • Conforms to standards, meets expectations.
(7, 8, 9)	<p>A Strength</p> <ul style="list-style-type: none"> • The individual meets all and exceeds some of the job function and performance factor expectations in this area. • Performance is excellent.
(10)	<p>Reserved for Special Recognition</p> <ul style="list-style-type: none"> • Performance demonstrates a contribution that is innovative, above and beyond what is expected and/or addresses an issue that impacts at the department, division, or University level.

STAFF PERFORMANCE REVIEW PROGRAM