

**San José State University
Staff Performance Evaluation**

RATING SCALE WITH EXPLANATION

RATING	EXPLANATION
(N)	“Not Applicable” or “Not Observed”
(1)	Unacceptable - 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)	Not Satisfactory - 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)	Satisfactory - 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)	A Strength - The individual meets all and exceeds some of the job function and performance factor expectations in this area. - Performance is excellent.
(10)	Reserved for Special Recognition 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.