

**GEORGE MASON UNIVERSITY**  
**PERFORMANCE EVALUATION RATINGS**

In response to feedback from employees, managers and the Staff Senate, GMU has revised its performance ratings to fully recognize varying levels of performance. The new ratings will translate to the state’s current ratings of extraordinary contributor, contributor, and below contributor for purposes of allocating future pay raises.

<b>George Mason University Ratings</b>	<b>State Ratings</b>
<p>Extraordinary Achiever: Work that is characterized by sustained exemplary accomplishments at the highest level throughout the rating period; providing exemplary support to the contributions of the organization. Performance consistently exceeds and sometimes far exceeds the performance goals of the job. Typically demonstrates full master of the knowledge, skills and abilities for the required work.</p> <p>Note: An employee must have received at least on “Acknowledgement of Extraordinary Achievement” form during the performance cycle to be eligible for this rating. Receipt does not guarantee an overall rating of “Extraordinary Achievement”.</p>	Extraordinary Contributor
<p>High Achiever: Work that is characterized by a consistently high level of accomplishment; meeting and often exceeding the performance goals of the job. Typically independently demonstrates fully proficient knowledge, skills and abilities for the required work.</p>	Contributor
<p>Solid Achiever: Work that is characterized by achieving results at a level that generally meets and sometimes exceeds the performance goals of the job. Typically demonstrates fully proficient knowledge, skills and abilities for the required work.</p>	Contributor
<p>Fair Performer: Work that requires improvement to fully meet the performance goals in one or more areas; provides basic support to the contributions of the organization. Typically demonstrates beginner knowledge, skills and abilities for the required work.</p> <p>Note: It is not recommended that this rating be given for more than one performance cycle. The employee’s performance must either improve to the Solid Performer level or the continuing poor performance must be addressed using the evaluation process (i.e. Unsatisfactory Performer) or the formal disciplinary process. To assist in achieving improvement for the next evaluation cycle, supervisors should develop specific learning goals, steps/resources needed on the Employee Work Profile.</p>	Contributor
<p>Unsatisfactory Performer: Work that fails to meet the goals of the job function; generally falls short of performance goals (even though sometimes approaching goals); provides minimal support to the contributions of the organization.</p> <p>Note: An employee must have received at least one “Notice of Improvement Needed/Substandard Performance” during the same performance cycle to be eligible for an “Unsatisfactory Performer” rating. An employee who receives this rating must be rated again within 3 months.</p>	Below Contributor