

Overall Performance Summary Ratings

Outstanding Performance: Consistently and significantly exceeds performance standards during the appraisal period. Performance is consistently marked by distinction, achieving excellence in Plan of Work outcomes and impacts, and in key job description competencies. The staff member exercises exceptional leadership in several areas of work responsibility that benefits UNHCE and helps achieve the mission. (Qualifies for merit if merit funds are available.)

Above Average Performance: Exceeds performance standards during the appraisal period. Performance is often marked by distinction, achieving excellence in Plan of Work outcomes and impacts, and in key job description competencies. The staff member exercises leadership in a few areas of work responsibility that benefit UNHCE and helps achieve the mission. (Qualifies for merit funds if merit funds are available.)

Satisfactory Performance: Consistently meets performance standards, Plan of Work outcomes and impacts and key job description competencies during the appraisal period. The staff member makes contributions through roles that benefit UNHCE and help achieve the mission. (Across the board increase. Does not qualify for merit.)

Needs Improvement: Meets performance standards in some areas, but not in others during the appraisal period. Performance is not fully satisfactory. Improvement is needed in certain aspects of Plan of Work outcomes and impacts, key job description competencies and organizational contributions to meet expected performance standards. The supervisor will work closely with the employee to address performance inconsistencies. (Across the board increase. Does not qualify for merit.)

Unsatisfactory Performance: Consistently does not meet performance standards in all areas. Attainment of Plan of Work outcomes and impacts and key job description competencies is unsatisfactory and unacceptable. The employee and supervisor mutually develop a 90-day performance improvement plan to be formally monitored at 30 and 60 days. (No across the board increase. Does not qualify for merit.)