

Non-Faculty Evaluations – Determining the Performance Rating

1. Once a supervisor has rated each individual aspect of performance, these ratings are combined to determine an overall performance rating.
2. *Performance Rating Choices* by PEP form section:
 - a. Section I: Job Responsibilities
 - i. Exemplary = 3
 - ii. Professional Performance = 2
 - iii. Needs Improvement = 1
 - iv. Unsatisfactory = 0
 - b. Section II: Goals/Objectives/Projects
 - i. Exemplary = 3
 - ii. Professional Performance = 2
 - iii. Needs Improvement = 1
 - iv. Unsatisfactory = 0
 - c. Section III: Values-Based Dimensions of Performance
 - i. Exemplary = 3
 - ii. Professional Performance = 2
 - iii. Needs Improvement = 1
 - iv. Unsatisfactory = 0
3. *Compute Summary Rating* (arithmetic average) for each section by adding rating scores of individual items and dividing this sum by the total number of items. Scores are then rounded to the nearest whole number.

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|---|--|
| Job Responsibilities and Goals/Objectives/Projects Summary Rating = | $\frac{\text{JR \#1 rating} + \text{JR \#2 rating} + \dots + \text{G/O/P \#1 rating} + \text{G/O/P \#2 rating} + \dots}{\text{Total Number of Job Responsibilities} + \text{Total Number of Goals/Objectives/Projects}}$ |
| Value-Based Dimensions of Performance Summary Rating = | $\frac{\text{VBDOP \#1 rating} + \text{VBDOP \#2 rating} + \dots}{\text{Total Number of VBDOP Items}}$ |

4. *Section Weighting*:
 - a. Job Responsibilities + Goals/Objectives/Projects = 60%
 - b. Values-Based Dimensions of Performance = 40%
5. *Compute Overall Performance Rating* using the following formula:

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|---------|-------------------------------|---|---|--|
| Step #1 | 60% x | Job Responsibilities and Goals/Objectives/Projects Summary Rating | = | Weighted Job Responsibilities and Goals/Objectives/Projects Summary Rating (WJGSR) |
| Step #2 | 40% x | Value-Based Dimensions of Performance Summary Rating | = | Weighted Value-Based Dimensions of Performance Summary Rating (WVSR) |
| Step #3 | Overall Rating = WJGSR + WVSR | | | |

In the PeopleSoft PEP application, calculations must be rounded to a whole number and then mapped to an official rating category level. The following rules apply:

For Rounding

Decimal Ranges:

0.5 – 0.9 = Round *up* to the nearest whole number (eg: 1.5 = 2)

0.0 – 0.4 = Round *down* to the nearest whole number (eg: 1.2 = 1)

For Mapping

If the rounded calculated rating does not equal an official rating level (3, 2, 1, 0), the rating will map to the next closest whole number without going over.