Annual Review Conversations (ARC) Ratings Tools

We recognise that some staff have a preference for ratings in support of conversations relating to their development and review of their work. To respond to this we have created two suggested ratings tools, these tools are optional and should only be used at the request of the staff member.

Both tools have been designed to support those individuals for whom an outcome or assessment is helpful for their ongoing performance and motivation. They are not designed to address under / poor performance or any performance / conduct concerns – and consistent to the rest of the ARC process, the contents of this form cannot be linked to or support any other formal process.

Tool 1:

*Note: This tool should be used to provide a holistic view of an individual’s progress towards several performance indicators.*

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| *Select performance indicators / factors / themes that are relevant to your role and level. For example: Project X; Task Delivery; Leadership & Management; Customer Service; Relationship Management etc and mark against the box associated with the ‘assessment criteria’ that best reflects performance. note: More than four performance indicators can be identified and Values & Behaviours should be discussed.*  | **Performance Indicator 1:****INSERT**  | **Performance Indicator 2****INSERT**  | **Performance Indicator 3****INSERT**  | **Performance Indicator 4:****Values & Behaviours**  |
| Staff Member Assessment  | Line Manager Assessment  | Staff Member Assessment  | Line Manager Assessment  | Staff Member Assessment  | Line Manager Assessment  | Staff Member Assessment  | Line Manager Assessment  |
| **Assessment Criteria**  |  |  |  |  |  |  |  |  |
| **Needs Development** | Your performance needs some development. This should not come as surprise and should have previously been discussed in previous interactions with your line manager. |
| **Developing Appropriately** | Your performance is **developing appropriately and as expected**. You may be new into your role, taking on new challenges, be new to the College, or have been recently promoted. You are learning the ropes and getting to grips with the requirements of the role. It is expected that you will move to on-track once you are fully up to speed.  |  |  |  |  |  |  |  |  |
| **On-Track**  | Your performance is **on track and progressing as expected.** You may be delivering your tasks accurately and within timeframes, perhaps you’re meeting the milestones of a project or managing your team members effectively. Once you are experienced in your role, this is the expected level of performance for Business-as-Usual activities.  |  |  |  |  |  |  |  |  |
| **Exceptional Performance**  | Your performance is **above and beyond the expectations for your role and level.** You may be delivering excellent service, or have contributed above expectations to the project team, perhaps you’ve volunteered to take on additional responsibility and are making an exceptional impact on your team. It is not expected that all your work will or can be delivered at this level.  |  |  |  |  |  |  |  |  |
| **Staff Member Comments:** | **Line Manager Comments:** |

Tool 2:

*Note: This tool should be used for those who have a preference for numerical ratings. This can be applied to one performance indicator or as an overview of performance as a whole.*

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| **1** | **Exceeded expectations** | * Achieves ‘exceeded’ rating for at least one objective and at least a good rating/ bordering on exceeds for the others.
* Exceeds the majority of expectations outlined in the Values framework.
* Held as a role model to others within their peer group for their behaviour.
* Performance (what and how) is continually well above expectations for current role.
* Has a significant impact on the performance of the team/ department/ organisation.
* Recognised for their contribution beyond the remit of their role/ team.

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| **2** | **Fully met expectations** | * Achieves a ‘fully met’ rating across most/all their objectives.
* Meets the majority of expectations outlined in the Values framework.
* Has fully met the requirements of the role over the last year.
* Performance (what and how) is at a consistently good standard, in line with what is expected in the role

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| **3** | **Partially met expectations** | * Achieves a ‘partially met’ rating for more than one objective.
* Meets some of the expectations outlined in the Colleges Values framework.
* Has some areas for development.
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| **4** | **Did not meet expectations** | * Achieved ‘not met’ rating for at least one objective.
* Majority of expectations require development in relations to Values framework.
* Individual recognises development and improvement is required. This should be consistent with ongoing conversations as part of one-to-ones.
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| **Staff Member Comments:** | **Line Manager Comments:** |