

How to



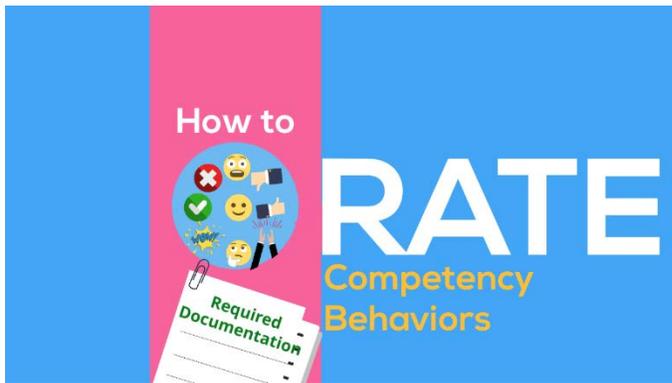
# RATE

Competency  
Behaviors

## How to Rate Competency Behaviors

This guide is the print companion to the video tutorial, “How to Rate Competency Behaviors.” Additional instructional content for the Annual Performance Evaluation Process is available on the [Annual Performance Evaluation webpage of the Human Resources website](#).

If you have other questions, please contact the [Office of Human Resources via e-mail](#) at [humanresources@furman.edu](mailto:humanresources@furman.edu).



How does one rate competency behaviors? In this presentation, competency behavior ratings and their respective meanings will be discussed.



There are 11 competencies on which a staff member is evaluated. Six Furman core competencies and five elective competencies



There are four behaviors associated with each competency.

**4**

- Behaviors per competency
- Rate the behaviors individually to get the rating for the competency

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**11**

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- Ratings for all 11 competencies are calculated for an overall narrative rating.

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The actual evaluation is to be completed in Workday.



Competency evaluation worksheets are available for each competency on the Human Resources webpage to document and rate behaviors in preparation for completing the evaluation.



It is important to understand the meaning of each of the three possible ratings.



Accomplished Performance,



Needs Improvement,



and Exemplary Performance.



A rating of Accomplished Performance means one consistently meets communicated expectations in relation to specific responsibilities of the behavior,



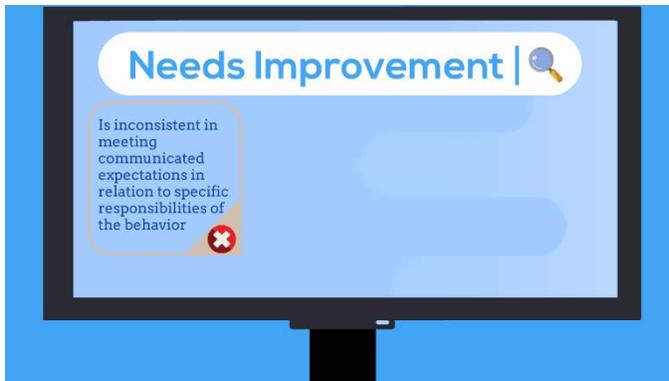
understands his or her role,



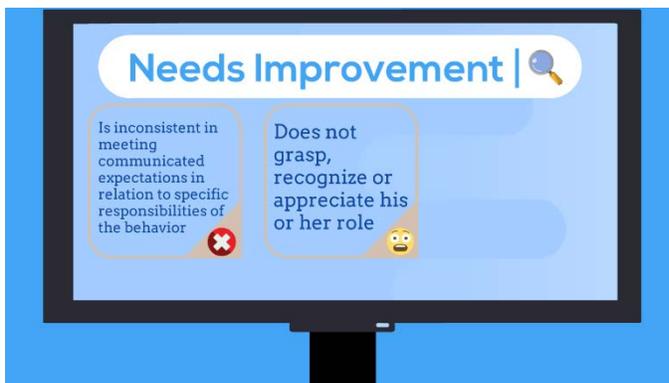
and performs duties at an appropriate standard.



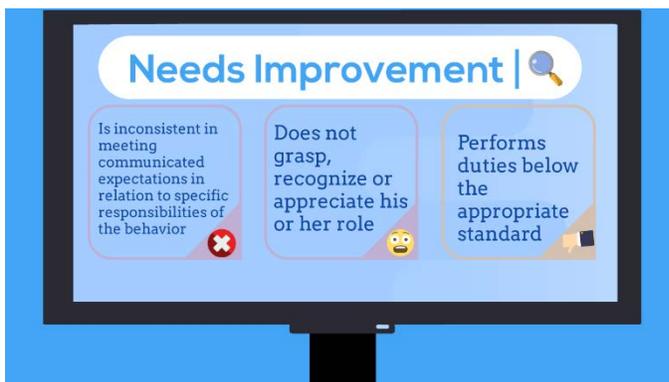
Remember, Accomplished Performance is the norm. Staff members are doing their jobs and doing them well. There are occasions when staff members perform at levels which are substandard or exceptional.



A rating of Needs Improvement means one is inconsistent in meeting communicated expectations in relation to specific responsibilities of the behavior,



does not grasp, recognize or appreciate his or her role,



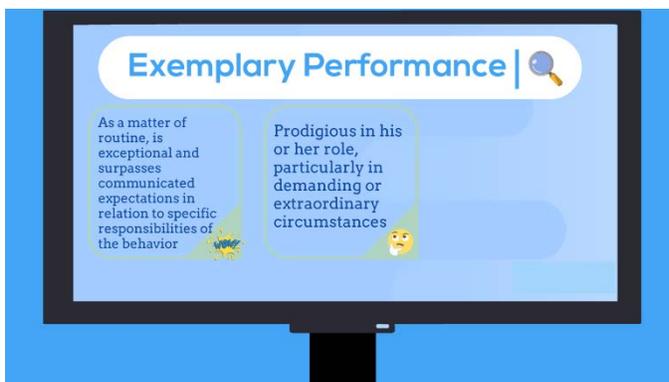
and performs duties below the appropriate standard



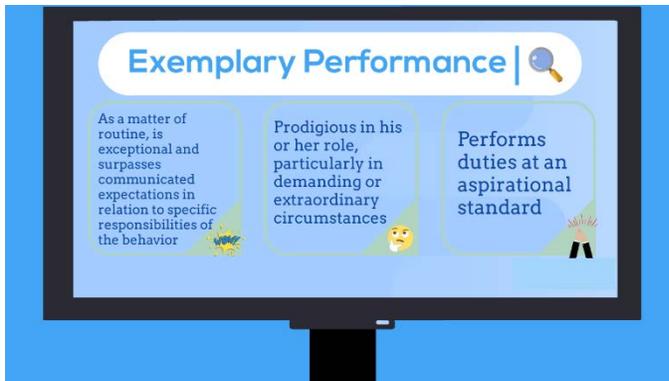
If this rating is used, detailed examples must be provided to document the staff member's inability or unwillingness to meet expectations regarding the respective competency.



A rating of Exemplary Performance means as a matter of routine, one surpasses communicated expectations in relation to specific responsibilities of the behavior,



is prodigious in his or her role, particularly in demanding or extraordinary circumstances,



and performs duties at an aspirational standard.



If this rating is used, detailed examples must be provided to document that the staff member consistently and significantly surpasses expectations regarding the respective competency.



Additional instructional content is available in the Annual Performance Evaluation section of the Human Resources website. Thank you for watching.