

## Rating Scale Worksheet

Employee Name: \_\_\_\_\_ Rating Period From: \_\_\_\_\_ To: \_\_\_\_\_

**DIMENSION TITLE:**

### JOB DUTIES RELATED TO THIS DIMENSION

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

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**Directions:** List examples of specific job performance that you expect to see at each respective rating level. Use the Job Duties from the other side of this Worksheet and the Rating Scale shown in the Handbook for this Dimension to help you define each level.

**DIMENSION TITLE:**

<b><i>OUTSTANDING</i></b>

<b><i>EXCEPTIONAL</i></b>

<b><i>SUCCESSFUL</i></b>

<b><i>MARGINAL</i></b>

<b><i>UNSATISFACTORY</i></b>