

Rating Descriptors

Agree - Disagree

1 = Disagree

Strongly opposed to the statement; the statement does not align with your views or experience.

2 = Somewhat Disagree

Partially opposed to the statement; there are elements of disagreement, but it's not absolute.

3 = Neutral

Neither agrees nor disagrees with the statement; there is no strong feeling either way.

4 = Somewhat Agree

Partially in agreement with the statement; aligns with your views or experience to an extent.

5 = Agree

Fully supports the statement; aligns completely with your views or experience.

Rating Descriptors:

Satisfied - Dissatisfied

1 = Dissatisfied

The experience or outcome fell significantly below expectations, with multiple or serious issues that need addressing.

2 = Somewhat Dissatisfied

The experience or outcome was below expectations, with notable shortcomings, but it was not entirely unsatisfactory.

3 = Neutral

The experience or outcome was acceptable but unremarkable. Neither particularly satisfied nor dissatisfied.

4 = Somewhat Satisfied

The experience or outcome met expectations and was generally positive, with only minor improvements needed.

5 = Satisfied

The experience or outcome exceeded or fully met expectations, with little to no room for improvement.

Rating Descriptors:

Needs Improvement - Excellent

1 = Needs Improvement

The employee is not meeting expectations in this area. Gaps in knowledge or skills are evident, requiring targeted support and development.

2 = Fair

The employee demonstrates a basic understanding and application of skills but does not consistently meet expectations. While competence is evident, additional guidance and development are needed to achieve a satisfactory level.

3 = Satisfactory

The employee meets expectations and performs competently in this area. While there is room for growth, the employee consistently demonstrates the required skills and knowledge to fulfil responsibilities effectively.

4 = Good

The employee exceeds expectations in this area, showing strong competence and reliable performance. Skills are applied effectively, and the employee often contributes positively beyond basic requirements, adding value to the organisation.

5 = Excellent

The employee consistently performs at an exceptional level, exceeding expectations in all aspects of this area. Demonstrates mastery of skills, delivers outstanding results, and often serves as a role model or leader. Performance significantly enhances organisational outcomes.