

**FOR MANAGERS/SUPERVISORS**  
**Exempt Performance Evaluation Calculation Aid**  
**PLEASE DO NOT SEND WITH EVALUATIONS**

On the evaluation form, you will see the following guide to rating the employee's overall performance:

<b>Overall Rating of Employee's Performance</b>	
<input type="checkbox"/> Outstanding	80% of performance factors rated 4 with none below 2
<input type="checkbox"/> Very Good	80% of performance factors rated 3 or better with none below 2 Good
<input type="checkbox"/> 80% of performance factors rated 2 or better with none below 1 Fair	80% of
<input type="checkbox"/> performance factors rated 1 or better	
<input type="checkbox"/> Unsatisfactory	Greater than 20% of performance factors rated 0

There are 20 performance categories for administrative personnel.

If, for some reason, a category is N/A, or not applicable, the 80% would be 80% of 9, 8, etc. This is commonly the case with administrative personnel who do not have management responsibilities and are, therefore, rated in only 15 out of 20 categories.

We are providing the calculation aid below to save you time. Please note that fractions are *eliminated*, which is why a number may appear twice below. Example: 80% of 19 = 15.2. The 15.2 would be *rounded down* to 15 to the benefit of the employee.

Number of applicable categories	80% =
All 20	16
19	15
18	14
17	13
16	12
15	12
14	11
13	10
12	9