



Performance Ratings Made Simple

A practical framework for evaluating employee performance



Three-Part Rating System



WHAT

Results and outcomes achieved against agreed KPIs



HOW

Behaviours and attributes demonstrated throughout the year



Overall

Combined rating: 50% WHAT, 50% HOW

Rating Categories Explained

01

Ahead of Track

Significantly exceeded KPIs and demonstrated strong attributes

02

On Track

Broadly met agreed KPIs and demonstrated most attributes

03

Behind Track

Did not sufficiently meet KPIs or demonstrate attributes

No forced distribution—ratings reflect actual contributions with HR-supported calibration



Alternative Rating Frameworks

1

On-Target

High work results with consistently on-target behaviours

2

New and Developing

Eager to learn, acquiring skills, making steady progress

3

Off-Target

Low work output coupled with value-detracting behaviour

Scale Options for Your Organisation

5-Point Scale

- Excellent / Exceptional performer
- Very satisfactory / Above expectations
- Satisfactory / Effective performer
- Unsatisfactory / Development needed
- Very unsatisfactory / Far below standards

3-4 Point Scale

- Distinguished / Role model contributor
- Exceeding / Enhanced contributor
- Meeting expectations / Valued contributor
- Below expectations / Improving contributor



Key Principles



No Surprises

Continuous discussions throughout the year between individual and manager



Accurate Reflection

Ratings accurately reflect contributions without forced distribution



Consistent Calibration

HR-supported process ensures consistency across the business



Need Support?

HR Unlocked offers extensive resources for performance management, talent acquisition, and learning development.

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