



## Performance, Review, Development (PRD) Ratings Guide

During the year end review cycle of PRD you and your manager will be asked to rate each of your goals and leadership behaviours. The below is a guide on what each rating represents.

### Goals

● = Did not meet. The goal has not been completed.

● ● = Partially met. The goal was partially achieved but not fully completed. This may have been outside of your control and in the comments section of PRD you should record any barriers you have identified.

● ● ● = Successfully met. The goal has been achieved. This is a positive outcome and you may find that your PRD is filled with successfully meeting your goal.

● ● ● ● = Exceeds/exceptional. This should be a rare score. You have not only achieved your goal but have gone over and above of what was expected of you. It is worthwhile to have a discussion with your supervisor/ PRD Advisor about the types of milestones you would need to achieve to obtain this rating.

### Leadership Behaviours

● = Needs development. This leadership behaviour needs to be worked on and developed.

● ● = Sometimes demonstrates. Is not consistent in demonstrating this leadership behaviour.

● ● ● = Consistently demonstrates. Always demonstrates this leadership behaviour.

● ● ● ● = Role model/ strength. This leadership behaviour is a strength of the staff member.