

**NSU CAREERS QUICK GUIDE: OVERVIEW OF PERFORMANCE REVIEW SECTIONS  
(USCHOOL/BAUDHUIN 10/11 MONTH TEACHERS, 10 MONTH NON TEACHERS. AND ESE TEACHER AIDES**

Performance Reviews are made up of 4 sections:

- 1- *Goals Section* – Not self-rated, will be rated by supervisor using the rating scale below.
- 2- *Standard or Performance Competencies Section (Depends on type of review)*- Not self-rated, will be rated by supervisor using the rating scale below.
- 3- *NSU Core Values*- Not rated
- 4- *Self-Reflection*- Not rated

Rating Scale:

Exceptional*	Consistently superior and significantly exceeds position requirements.
Highly Effective	Frequently exceeds position requirements.
Proficient	Consistently meets position requirements.
Inconsistent	Meets some but not all position requirements.
Unsatisfactory*	Consistently fails to meet minimum position requirements; employee lacks required skills or fails to properly utilize skills.
N/A New or Not Applicable	Employee in position less than 90 days.

*\*Rating of Exceptional or Unsatisfactory requires a brief explanation to support the rating.*

**Employee/Supervisor actions needed per section:**

Baudhuin ESE Teacher Aides:

	<b>Section Name</b>	<b>Employee Actions Needed</b>	<b>Supervisor Actions Needed</b>
1	Goals Section	(Goals are preset) For review, comments only when applicable.	Rating is needed, comments when applicable. <i>Comments required with a rating of Exceptional or unsatisfactory.</i>
2	Performance Competencies	For review, comments only when applicable.	Rating is needed, comments when applicable. <i>Comments required with a rating of Exceptional or unsatisfactory.</i>
3	NSU Core Values	Comments only, on minimum of 2 values.	Comments only
4	Self- Reflection	Comments only, on all	Comments only

USchool/Baudhuin 10/11 Month Teachers:

	<b>Section Name</b>	<b>Employee Actions Needed</b>	<b>Supervisor Actions Needed</b>
1	Goals Section	Create goals (min of 1) and add comments when applicable.	Rating is needed, comments when applicable. <i>Comments required with a rating of Exceptional or unsatisfactory.</i>
2	Performance Competencies	Delete standards not to be rated leaving 4 standards and add comments when applicable.	Rating is needed, comments when applicable. <i>Comments required with a rating of Exceptional or unsatisfactory.</i>
3	NSU Core Values	Comments only, on minimum of 2 values.	Comments only
4	Self- Reflection	Comments only on all	Comments only

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USchool 10 Month Non- Teachers:

	<b>Section Name</b>	<b>Employee Actions Needed</b>	<b>Supervisor Actions Needed</b>
1	Goals Section	Create goals (min of 2) and add comments when applicable.	Rating is needed, comments when applicable. <i>Comments required with a rating of Exceptional or unsatisfactory.</i>
2	Performance Competencies	For review, comments only when applicable	Rating is needed, comments when applicable. <i>Comments required with a rating of Exceptional or unsatisfactory.</i>
3	NSU Core Values	Comments only, on minimum of 2 values.	Comments only
4	Self- Reflection	Comments only on all	Comments only