

Users: *HR Professionals, Supervisors/Managers, and Employees*

The following tables are reproduced here from the AcqDemo Operating Guide, Chapter 6, paragraph 6.9, *Performance Appraisal Quality Level Criteria*.

Table 5: Performance Appraisal Quality Levels

Performance Appraisal Level	Performance appraisal level quality criteria
Level 5—Outstanding	An employee’s quality of performance exhibited in achieving his/her contribution results substantially and consistently surpasses the factor-specific expected contribution criteria and the employee’s contribution plan goals and objectives.
Level 3—Fully Successful	An employee’s performance consistently achieves, and sometimes exceeds, the factor-specific expected contribution criteria and his/her contribution plan goals and objectives.
Level 1—Unacceptable	An employee’s performance fails to meet the expectations for quality of work and the required results for the goals and objectives set forth in his/her contribution plan for the appraisal cycle.

Table 6: Performance Appraisal Quality Rating Criteria

Rating of Record	Rating Criteria
Level 5—Outstanding	The average score of the three appraisal levels is 4.3 or greater, with no contribution factor being rated a “1” (Unacceptable), resulting in a rating of record that is a “5”.
Level 3—Fully Successful	The average score of the three appraisal levels is less than 4.3, with no contribution factor being rated a “1” (Unacceptable), resulting in a rating of record that is a “3”.
Level 1—Unacceptable	Any contribution factor rated as “1”.

The complete AcqDemo Operating Guide dated November 9, 2017 can be found on the AcqDemo website at <http://acqdemo.hci.mil/library>.