

WHY A FIVE-POINT RATING SCALE?

A key goal of the Growing Leaders Project is to provide a common framework for conducting annual performance reviews. This project will create ways for staff to grow in leadership and performance.

Many organizations currently use a five-point scale for rating performance. Research indicates that most managers can distinguish between five different levels of performance. In our case, we're working to help managers clearly distinguish between each of the ratings. What (1) does not meet, (2) partially meets, (3) solidly meets (4) exemplary, and (5) outstanding performance looks like on the rating scale.

The five-point system is not the equivalent of an ABCDF grading scale, so a 3 is not a C. This means that most often an employee, who is performing well, will receive mainly 3s with 4s and 5s given for exemplary behaviors above expectation.

A five-point rating scale:

- helps leaders know their strengths and weaknesses
- enables honest conversations about developing strengths and improving weaknesses
- supports supervisors and staff as they talk through areas of growth in order to be considered for future promotions
- could be used to help teams understand how strengths are distributed throughout the group

The competency grid and rating scale are two resources that will help you distinguish between each number and rating staff properly.