

NOAH Performance Evaluation Grid

NOAH Value	1-Needs Improvement	2- Good Performer	3- Exceptional Performer
Attendance	Employee consistently misses work unplanned which results in additional work or tasks distributed to the team. Employee demonstrates a lack of ownership in attendance pattern and is disrupting business need.	Employee is rarely absent from work unplanned. Employee appropriately communicates with their leader regarding attendance. Employee takes ownership of any unplanned time off and completes tasks as assigned upon return.	Employee is punctual and reports to work timely, fully prepared for the workday. Plans ahead of any time off. Employee sets the attendance example.
Quality of Work	Employee produces low quality work that often does not meet expectations and often requires correction.	Employee produces quality results that meet expectations and work requires minimal correction. Pays attention to detail.	Employee produces high quality work that exceeds expectations. Employee is passionate about the quality of work and sets the standard for quality and takes initiative to educate peers and/or leaders.
Communication and Collaboration	Employee struggles to communicate timely, respectfully and/or professionally. Communication with others is not productive. Employee is inconsistent in ability to collaborate with peers, leaders and/or other departments.	Employee responds timely to leader and team inquiries for support and guidance. Employee collaborates well with team members and holds professional communication, including conflict resolution. Employee works well with peers and leaders to accomplish tasks successfully contributing to company success.	Employee builds trusting relationships with peers and leaders and holds productive conversations to accomplish department initiatives. Employee models professional communication and conflict resolution. Employee fosters an inclusive environment by welcoming all team members to participate. Employee successfully gives and receives feedback.
Productivity	Employee struggles to use scheduled work time effectively. Employee often does not meet productivity targets.	Employee uses time effectively. Employee completes workload within expected time consistently and with minimal errors.	Uses scheduled work hours effectively to consistently exceed productivity targets while producing high quality work with minimal errors.
Accountability	Employee demonstrates a lack of ownership for behaviors, actions, and outcomes and avoids admitting and learning from mistakes.	Employee takes ownership for behaviors and actions. Employee strives to recognize, learn from, and take action to avoid repeated mistakes.	Employee takes ownership for behaviors and actions and role models how to learn and grow from feedback. Employee openly recognizes, learns from, and provides support to peers to help others grow.
Cultural Beliefs	Employee inconsistently displays NOAH cultural beliefs. One Team: Employee may be more concerned with independent success versus the success of NOAH. Embrace innovation: Employee is often resistant to change. People first: Employee struggles to display empathy towards others.	Employee consistently displays NOAH cultural beliefs. One Team: Employee is willing to support others when requested. Embrace innovation: Employee is adaptable and welcomes change. People first: Employee displays empathy towards others.	Employee consistently displays NOAH cultural beliefs. One Team: Employee explores opportunities to support other areas of NOAH. Embrace innovation: Employee is a pioneer for change. People first: Employee displays empathy and prioritizes others.