To provide system-wide consistency, UMS has adopted the following standards for satisfactory and extraordinary performance. Supervisors and administrators who make recommendations about movement-through-the-band cohort increases for individual employees are expected to use these standards to assess job performance.

**Satisfactory performance** - Employees who are recommended for and who receive increases for satisfactory performance are expected to demonstrate the following performance characteristics:

- Experienced and proficient in virtually all tasks.
- Possesses necessary technical skills and demonstrates strong interpersonal and organizational skills, including self-control, credibility, ability to influence, and a desire to learn.
- Expected organizational skills include strong communication and collaboration and good understanding of relationships among all parts of the University.

**Extraordinary performance Level I** – Employees who are recommended for and who receive increases for extraordinary performance at Level I will have demonstrated the following performance characteristics:

- Possesses attributes of satisfactory performance and consistently exceeds expectations, surpasses established goals, and regularly makes special contributions to the University.
- Exceptional communication, follow-through, and contributions to organizational improvement.

**Extraordinary performance Level II** – Employees who are recommended for and who receive increases for extraordinary performance at Level II will have demonstrated the following performance characteristics:

- Possesses attributes of satisfactory performance and Level 1 extraordinary performance.
- Displays a level of initiative, accomplishment, and leadership that distinguishes him/her as being among the best in the University.