**Definitions of rating – Lawyers (LP1, LP2, LP3)**

The summary of the overall level of performance of an employee culminates in the identification of one of the following four criteria: Unable to Assess, Does not meet, Fully meets and Exceeds.

***1 - Unable to assess****.* When an employee was on leave or the entire period under review, the criteria Unable to Assess will apply. A Performance Management Agreement is still to be submitted and objectives will be established upon return of the employee. In addition, when the period of review is less than 6 months, either because the employee is new or has been on leave, the criteria applies shall be left to the discretion of the supervisor taking into consideration the period of time sufficient to make an assessment and the level of performance of the employee. Should the supervisor feel the period is insufficient to make a fair assessment, the criteria “Unable to Assess” may be applied.

**2 -Unsatisfactory.** The employee ***does not meet*** the objectives set and/or the requirement of the position. This criterion is used when an employee fails to discharge the fundamental requirements of the position in an adequate manner. For example: the quality of the work demonstrates serious shortcomings or the quantity produced is below what is acceptable, and the results are inadequate; due dates are often missed and working relationships with others are poor to the point of being seriously detrimental to the work.

***3 -Fully meets***. The employee fully meets the objectives that were set and/or the requirements of the position; and may on occasion exceed them. The criteria indicates that the duties were performance very well particularly in terms of achievements, initiative or client satisfaction.

***4 -Exceeds.***The employee has sustained outstanding performance throughout the year and far exceeds the objectives set in terms of quality and quantity. The criterion indicates that the employee has devoted him/herself to a given task whose magnitude, significance and repercussions warrant a level of recognition beyond a superior level. The employee has demonstrated an exceptional level of initiative and teamwork and/or is recognized by his/her peers as a leader. In summary, performance is recognized within the work group and organizational unit as a model of excellence.