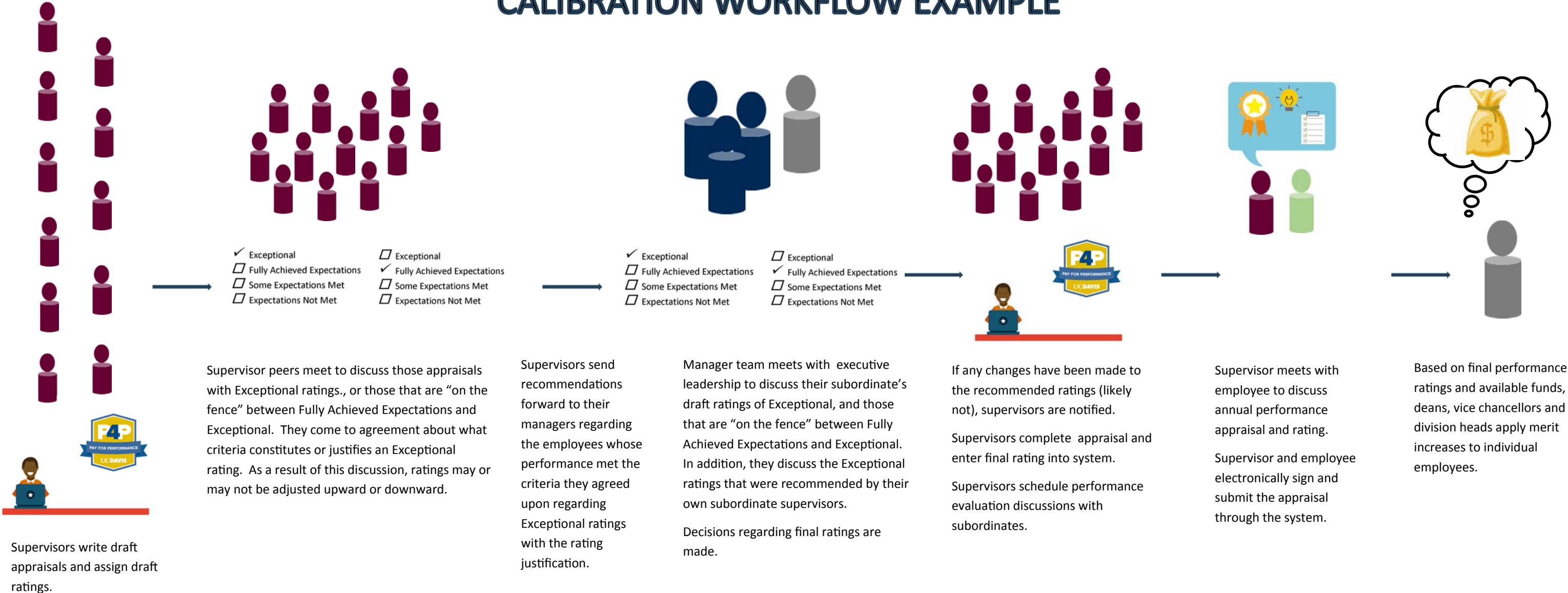


CALIBRATION WORKFLOW EXAMPLE



Discussion questions for calibration meetings:

- Which employees in your unit do you believe were “exceptional”?
- What criteria do we believe constitutes this rating?
 - Exemplary behaviors that were observed?
 - Significant impact the individual’s accomplishments or goal achievement had on your unit/division/college/ school or the university?
 - Significant accomplishments or goal achievement that went above and beyond daily work expectations?
 - Unusual circumstances that took place during the past year that presented an opportunity for excellence?

