

## Weighting Performance Expectations

The weight of performance expectations is a relative numerical value in increments of 5 that reflects a combination of time and importance. The following is a means by which the weighting of performance expectations can be accomplished by a somewhat more mathematical and less subjective means than simply estimating.

For the sake of the example, let's assume that we have 6 performance expectations. Number 1-6 for the corresponding performance expectations and make a column for time (T) and a column for importance (I).

Then rank the performance expectations in terms of which are the most time consuming, with 6 being the most time consuming and 1 being the least time consuming relative to the others (keep in mind that if you had 8 performance expectations you would start with 8 being the most time consuming).

Then rank the performance expectations in terms of which are the most important, with 6 being the most important and 1 being the least important relative to the others (again, keep in mind that if you had 8 performance expectations you would start with 8 being the most important).

Then multiply these numbers across and add the column of products. Then divide each number in the column of products by the sum of the products and round the quotient up or down to the nearest increment of 5. That is your weight for that performance expectation. See the example below:

	T		I		
1.	6	x	2	=	12 / 73 = 15
2.	2	x	1	=	2 / 73 = 5
3.	4	x	3	=	12 / 73 = 15
4.	5	x	5	=	25 / 73 = 35
5.	1	x	4	=	4 / 73 = 5
6.	3	x	6	=	<u>18 / 73 = 25</u>
					73      100

The performance expectation ranked highest for time and importance (#4) has the highest weight (35) in this example. This calculation is not completed on the performance appraisal, only the weights would be entered into the performance appraisal.