

Potential Rating Quick Reference Guide

Potential is defined as **one’s ability to grow, develop new skills, adapt to new challenges, and take on greater responsibility in the future.**

This question has zero impact on the performance rating, but it will provide a high-level report for supervisors to see future talent pools within their staff.” Below is a chart that may help you choose where to slot your employee’s “potential”.

Supervisor Instructions: Potential measures an employee’s readiness and ability to grow into future opportunities, not current job performance. Evaluate demonstrated behaviors throughout the review period.

Rating	Look For	Ask Yourself
High Potential	Seeks challenges, takes initiative, adapts quickly, influences others, handles expanded responsibilities.	Could this employee take on significantly greater responsibility within 1–2 years?
Medium Potential	Shows promise, learns new skills, accepts added responsibilities, grows with support.	Could this employee grow into a larger role with development and experience?
Low Potential	Focused on current role, prefers established responsibilities, not currently demonstrating readiness for expansion.	Is this employee best positioned to continue contributing successfully in their current role at this time?

Important Reminders:

- Potential and performance should be evaluated separately.
- Low Potential is not a negative rating and does not reflect performance.
- Base ratings on observable behaviors, not assumptions about future success.