

## Standard Performance Characteristics

### Performance Characteristic

#### Quality of Work

##### Description

The extent to which the employee neatly, thoroughly, and accurately completes job assignments according to established standards of quality. Continuously improves quality of work.

### Performance Characteristic

#### Dependability/Reliability

##### Description

Employee can be relied upon to meet work schedules and fulfill job responsibilities and commitments. Meets deadlines and follows instructions.

### Performance Characteristic

#### Teamwork

##### Description

Fosters teamwork and works cooperatively with others in the department and institution to achieve common goals while demonstrating a sensitivity to others' needs, and offering assistance, support, and feedback

### Performance Characteristic

#### Commitment to Diversity, Equity and Inclusion

##### Description

Recognizes, respects, and appreciates differences in background, lifestyles, viewpoints, and the needs in support of a diverse and inclusive environment.

### Performance Characteristic

#### Adaptability

##### Description

Employee can adapt to job or organizational changes. Readily accepts new responsibilities and assignments.

### Performance Characteristic

#### Communication Ability

##### Description

Ability of employee to present accurate information to other employees, peers, and superiors.

### Performance Characteristic

#### Decisiveness and Judgment - For Management Positions Only

##### Description

Identifies decisions that require research and deliberation; seeks necessary information/advice and approvals; develops/analyzes alternative courses of action; makes sound and timely decisions within the time limits required by the situation.

### Performance Characteristic

#### Motivating and Developing - For Management Positions Only

##### Description

Creates a work environment in which employees can perform to the best of their ability; provides timely and regular recognition and feedback for work performed; develops a sense of trust, respect and responsibility; determines learning/training needs and allocates resources for staff development; promotes continuous learning.

### Performance Characteristic

#### Planning/Organizing/Delegating - For Management Positions Only

##### Description

Plans and organizes department's work to meet the mission of the University; objective; allocates resources and personnel for best effect within budget limits; establishes priorities in order to avoid backlogged work; provides clear instructions and leadership so delegated tasks are properly completed; establishes and empowers teams, where appropriate, to improve work systems and processes.

Performance Characteristic

Promotes Equal Employment Opportunity - For Management Positions Only

Description

Promotes agency affirmative action goals in such areas as hiring, promotion or placement; level of personal and organizational commitment to equal opportunity; progress toward achieving a fully integrated and representative work force; and contributions toward minority programs and other equal opportunity goals.