**Standard Performance Factors**

**This worksheet is an optional, preparatory tool to be used by supervisors and employees to help prepare for the annual Performance Review.  Please review the worksheet in advance and, together, select factors that are key performance indicators. The supervisor and employee should take time to makes notes on selected factors prior to the discussion to help answer the questions on the Performance Discussion form and foster open dialogue. This worksheet is for notes only and does not need to be submitted to HR as part of this process.**

***Standards***:  ***notes***

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|  | **Mission** *Values, supports, and models mission to prepare students to pursue truth, to give compassionate service, and to participate in the creation of a more just and humane world.*  |  |
|  | **Diversity** **and Inclusion***Respects and values individual differences. Contributes to the building of inclusive community. Aims to better understand the perspectives of others,*  |  |
|  | **Respect & Dignity***Helps to create a work environment where everyone is valued and is treated fairly and consistently; seeks to minimize conflict and create a positive work environment.* |  |
|  | **Teamwork and Collaboration***Builds and maintains constructive working relationships at all levels; cooperates with others toward achievement of common goals; seeks consensus and win-win solutions to problems/conflicts; actively contributes and fully participates in team initiatives; focuses on greater good rather than individual interests.* |  |
|  | **Initiative***Seeks and acts on opportunities to improve operations, methods and procedures within appropriate guidelines; completes tasks with minimal supervision. Displays resourcefulness and self-reliance.* |  |
|  | **Adaptability and Responsiveness to Change***Demonstrates the ability to adjust to changing job or organizational requirements and is at ease with learning and/or accepting new responsibilities or tasks. Has the ability to successfully alter activities to cope with demands of new situations. Shows an openness to different and new ways of doing things.* |  |
|  | **Dependability***Reliable in assuming and carrying out assignments; willing to be held accountable. Demonstrates commitment in support of departmental goals and objectives.*  |  |
|  | **Technical Competence***Demonstrates knowledge of computers, software & equipment to meet the requirements of the job and increase job performance. Uses technology to create efficiencies.* |  |
|  | **Quality of Work/Accuracy***Produces work that is comprehensive in scope, complete in detail, and accurate in content.*  |  |
|  | **Field/departmental knowledge***Demonstrates knowledge of his/her functional area including policies, procedures and regulations that guide the department or unit; keeps current in the field.* |  |
|  | **Attendance/Punctuality** *Consistently reports to work on time with minimal unplanned absences; manages breaks, lunch hour and early departures appropriately.*  |  |
|  | **Time Management***Sets priorities, goals, and timetables to achieve maximum productivity. Manages priorities effectively based on needs of the department/unit. Delivers results by stated deadlines.*  |  |
|  | **Communication** *Exhibits good listening and comprehension skills; effectively expresses his/herself in written and oral communication; keeps others adequately informed; responds to others with tact, diplomacy and composure.* |  |
|  | **Leadership***Motivates and encourages employees to achieve success. Inspires confidence in people.. Fosters open communication. Establishes and clearly communicates priorities. Guides others through change effectively.* |  |
|  | **Financial Management***Establishes realistic budgets and manages finances appropriately. .*  |  |
|  | **Quality of Work/Accuracy***Produces work that is comprehensive in scope, complete in detail, and accurate in content.*  |  |
|  | **Problem Solving***Assesses and defines situations. Establishes solutions and decides on effective action while demonstrating an understanding of consequences and impact. Demonstrates creative thinking.* |  |
|  | **People Management (for those who supervise)***Hires, develops and retains talented people. Delegates tasks and communicates performance expectation. Monitors and assesses work performance. Provides positive and constructive feedback on a timely basis. Treats all employees fairly and attempts to create a positive work environment for everyone.* |  |
|  | **Other – (job specific factor)** |  |
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