

## Staff Performance Evaluations: Description of Performance Categories

<b>Performance Category</b>	<b>Description</b>
<b>Professionalism/ Dependability/ Reliability</b>	Represents the department appropriately to department stakeholders, maintains confidentiality, follows through on all tasks to completion, keeps supervisors appropriately informed of status of projects or issues, maintains reliable and punctual attendance and adheres to department attendance policies.
<b>Communication</b>	Has the ability to organize and present information, including data (when applicable) clearly and concisely both orally and in writing.
<b>Interpersonal Relations/ Cooperation &amp; Teamwork</b>	Performs in a manner that is respectful and encouraging of diversity, equity and inclusion. Respects the opinions, abilities and contributions of others. Is tactful, cooperative and open-minded. Maintains an approachable demeanor and helpful attitude. Demonstrates a strong sense of responsibility and a positive approach to group goals and purpose. Willingly accepts work outside of key responsibilities. Volunteers to assist others.
<b>Job Knowledge</b>	Understands the principles, equipment, policies, practices and procedures of the job.
<b>Initiative</b>	Has the ability to work independently, be open to new ideas and is willing to search for ways to make improvements. Seeks feedback and uses feedback to improve performance. Takes advantage of relevant professional development opportunities.
<b>Problem Solving &amp; Decision Making</b>	Has the ability to analyze situations, generate options, consults with appropriate people if necessary. Makes good decisions and takes appropriate actions.
<b>Planning &amp; Organization</b>	Ability to logically and effectively plan and organize work. Establishes priorities and sets goals. Meets reasonable deadlines.
<b>Quality of Work</b>	Work is of high quality as indicated by good attention to detail, proofreading, and a high degree of accuracy.
<b>Quantity of Work</b>	Consistently produces the amount of work expected in the position. Works at a pace that is appropriate for the work.
<b>Management/ Supervision/ Leadership</b>	Maintains a work environment that is respectful and encouraging of diversity, equity and inclusion (DE&I) by setting clear expectations for expected behaviors. Ensures that business practices demonstrate adherence to the organization's commitment to DE&I. Motivates staff. Effectively delegates and sets priorities. Gives appropriate direction and feedback. Provides staff with resources to meet job requirements. Has the ability to inspire confidence, respect, enthusiasm and teamwork in others. Leads by example.