

DESCRIPTION OF PERFORMANCE REVIEW FACTORS

PLANNING, ORGANIZING, AND GOAL SETTING:

Definition: Actively engages in planning and assessment processes based on reaching established targets, goals and objectives.

Observable Behaviors:

- Schedules time to work efficiently by prioritizing objectives and associated tasks
- Develops systematic approach in carrying out assignments and coordinating multiple activities
- Monitors activities to determine whether they conform to planned action, requesting regular feedback on results
- Develops innovative strategies/strategic alternatives to arrive at solutions
- Sets performance standards then utilizes assessment results to identify follow up action

QUANTITATIVE OBJECTIVES AND GOALS:

Definition:

FLEXIBILITY / INNOVATION:

Definition: Openness to different and new ways of doing things; willingness to consider alternative ways of doing things based on the satisfaction of students, constituents and community relations.

Observable Behaviors:

PUNCTUALITY & ATTENDANCE:

Definition: Faithfulness in reporting to work and

Observable Behaviors:

Minimum use of sick leave (not excessive within the last 12 month period)

Demonstrates good work attendance (unscheduled time off is kept to a minimum)

Provides advance notice for time off (vacation, personal, sick)

EFFECTIVE LEADERSHIP AND SUPERVISORY SKILLS: (Supervisory Employees Only)

Definition: An effective leader/supervisor recognizes the difference between managing, leading and performing tasks.