

## **CALS Criteria for Success A07**

### **Performance Criteria**

#### **Job Knowledge and Learning**

- Demonstrates a commitment to learn and acquire the necessary skills to be effective in the assigned role.
- Comprehends job procedures and methods. Seeks out clarification when needed.
- Identifies needs for training or professional development.
- Welcomes new learning opportunities.
- Acknowledges mistakes and learns from them.

#### **Commitment to the Job**

- Accepts responsibility for assignments and follows through to task completion.
- Prioritizes and manages time and workload appropriately. Meets deadlines consistently.
- Exhibits consistent work attendance and provides adequate notice of planned and unplanned absences.
- Follows policies and/or procedures as appropriate.
- Demonstrates willingness to accept shifts in responsibilities due to the nature of the changing workplace.

#### **Initiative and Problem Solving**

- Proactively identifies problems and takes initiative in solving them.
- Evaluates the merit of ideas/facts and arrives at conclusions using sound judgment.
- Identifies and utilizes available resources effectively and responsibly to decide correct course of action when choices are available.
- Seeks out opportunities to contribute more to the mission of the lab/unit/department/division.

#### **Communication**

- Communicates information clearly and effectively both orally and in writing with a wide range of faculty, staff, and students.
- Demonstrates effective listening skills.
- Establishes trust and mutual respect through honest, transparent, tactful, and respectful communication.
- Demonstrates awareness of barriers to effective communication and strives to find solutions.
- Keeps others apprised of work/project status as appropriate.
- Deals constructively, appropriately, and directly with conflict.

#### **Commitment to Inclusion, Diversity, Teamwork, and Collaboration**

- Works collaboratively with others to solve problems or complete tasks as necessary.
- Shows respect for individual differences: lifestyles, behaviors, abilities, attitudes, values, and views.

- Receptive to suggestions and constructive criticism.
- Contributes to a positive, inclusive, work environment.
- Helpful to others in solving problems and achieving common goals.
- Acts as a resource to others.

### **Supervisor/ Manager Skills**

(\*If not applicable to employee, mark as “Unable to Rate/Not Rated”)

- Manages employee performance throughout the year and provides regular feedback.
- Empowers others to make decisions and suggest changes.
- Addresses conflict in a constructive manner.
- Promotes a positive and respectful work environment.
- Recognizes strengths and contributions of others.
- Directs, collaborates, and delegates appropriately.
- Encourages staff to seek out/participate in training or professional development opportunities.

### **CALS Employee Self-Appraisal**

#### **Questions**

- Describe your most significant achievements and successful efforts this past year.
- Indicate any additional responsibilities you have assumed this past year
- List the goals you would like to work on for the next evaluation period.
- What skills or new knowledge would you like to work on for career development?
- Summarize the professional development, career development, school events, and other trainings that you attended this past year.
- What is going well in your position and/or role? Please list your area(s) of strength.
- Describe any barriers or challenges that impacted you in effectively completing your job responsibilities or accomplishing your goals.
- Is there any other information you would like to share with your supervisor regarding your work performance?
- Does your position description need to be updated?
  - Upon conversation and agreement with your supervisor, submit changes to HR Manager