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