

Performance Evaluations

Performance Factors - Satisfactory Rating (UAPD, CSUEU, Teamsters, SUPA and C99)

1. QUANTITY:

- Amount of work compares to quantity standards and goals for the position. Is considered productive, utilizing time well by performing other jobs related to tasks that may arise unexpectedly. Completes all work assigned in a timely manner.

2. QUALITY:

- Uses methods, which enhance quality of work. Work is accurate, thorough, well organized and effective. Follows through on assignments and completes them in a timely fashion. Work compares to quality standards and goals for the position.

3. ORGANIZATION/TIME MANAGEMENT:

- Within the context of the job, anticipates conditions in advance and/or obstacles to task accomplishments and takes appropriate action. Able to establish priorities in the face of heavy workloads. Effective in the organization of work and management of time. Understands and contributes to department mission.

4. JOB KNOWLEDGE:

- Has the ability to perform the job. Is effective in evaluating problems and developing technically sound solutions. Presents workable recommendations. Demonstrates skills, knowledge, good judgement, and proficiency in performance of duties and assignments. Continues to update skills.

5. WORKING WITH OTHERS:

- Enjoys good relations with others. Capable of obtaining cooperation and achieving results with and through others. Participates in and encourages teamwork. Demonstrates sensitivity to the needs of others. Treats co-workers and customers with respect and courtesy. Shows appreciation for diversity. Understands relationships between own work and work of others.

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6. ORAL/WRITTEN COMMUNICATION:

- Provides clear, concise, and effective oral and/or written communications. Checks for understanding and effectively listens to the ideas and suggestions of others. Keep co-workers adequately informed. Effectively conducts and/or participates in meetings.

7. INITIATIVE:

- Willingly seeks or accepts new challenges and assignments. Demonstrates self-reliance by taking independent action in making improvements, identifying and correcting errors, and initiating work activities. Makes suggestions and/or exercises inventive solutions to problem resolution and task accomplishments. When appropriate, resolves controversial issues, complaints, or problems without referral to a higher source.

8. ADAPTABILITY:

- Readily accepts directions and carries out instructions. Is flexible and cooperative with co-workers. Adjusts to changes and is not resistant to new routines methods, and/or assignments. Projects enthusiasm and positive attitude

9. ATTENDANCE:

- Has good attendance and maintains punctuality. No unexcused absences or excessive absenteeism. No patterned absences and absences without sufficient notice. Tardiness is held to a minimum and with good cause.

10. JOB RELATED FACTOR:

- This section refers to any (if any) other part of the job performance that was not listed in the other areas of the evaluation.
- Example: Discretion/Confidentiality