1) **Quality of Work / Work Organization**
   - Demonstrates accuracy, resourcefulness and attention to detail
   - Produces desired end results
   - Understands and adheres to proper procedures
   - Able to accomplish work assignments in an orderly manner

2) **Productivity / Time Management**
   - Produces work in an efficient, timely manner
   - Utilizes work time appropriately
   - Prioritizes work to meet deadlines
   - Changes priorities and assists with changing department needs

3) **Attendance and Punctuality**
   - Arrives to work on time
   - Provides advance notice of scheduled absences and tardiness
   - Adjusts schedule to meet the needs of the department
   - Uses College’s leaves appropriately

4) **Dependability**
   - Prepares for work assignments
   - Arrives on time for meetings and functions
   - Carries out responsibilities without close supervision
   - Responds to inquiries and problems professionally and in a timely fashion
   - Meets deadlines

5) **Initiative**
   - Originates new ideas
   - Takes independent action; demonstrates resourcefulness
   - Shares knowledge
   - Seeks opportunities for growth
   - Offers suggestions for and embraces change

6) **Communication Skills**
   - Listens and interprets information accurately
   - Fosters open communications
   - Communicates clearly and concisely
   - Possesses good communication skills, written and verbal
7) Judgment
- Makes decisions and takes actions based on sound reasoning and weighing of outcomes
- Consults with immediate supervisor, as required
- Knows when to take independent action
- Assesses situations or circumstances and draws sound conclusions

8) Interpersonal Relations / Customer Service
- Considers other's viewpoints
- Deals with all members of the community with courtesy, professionalism and respect
- Avoids disruptive behavior
- Works cooperatively with colleagues

9) Collaboration
- Provides assistance with other colleagues across campus
- Is willing to support the department by taking on additional responsibilities
- Participates in committees or working groups
- Shares information to facilitate communication and a team environment

10) Technical Expertise / Professional Development
- Understands and performs all technical elements of assigned work
- Offers ideas for improvement
- Shows proficiency with methods, techniques and equipment necessary to accomplish work, stays current in professional area
- Attends trainings and stays up to date on the professional/technical aspects of the job

11) Safety / Ergonomics
- Acts in a safe manner and encourages others to do the same
- Reports unsafe conditions and practices that may cause accidents
- Participates in safety training
- Requests and uses safety/ergonomic equipment

12) Inclusiveness
- Shows respect for differences in backgrounds, lifestyles, viewpoints and needs
- Promotes fairness and equity
- Engages the talents, experiences and capabilities of others
- Fosters a sense of belonging