

## CORNERSTONE

# **IMPORTANT DATES**

# FY24 STAFFEVALUATIONS

## COMPETENCIES



## WHAT IS A COMPETENCY?



# Adaptability and Problem Solving

Gauge the employee's adaptability to changing circumstances and their problem-solving capabilities. This includes their capacity to respond to unexpected challenges, their resourcefulness, and their ability to find creative solutions to problems.

#### Attendance & Punctuality

Assess the employee's consistent attendance and punctuality in meeting work schedules and commitments. Evaluate their ability to adhere to established work hours, arrive on time for meetings, and notify supervisors in advance of any necessary schedule adjustments or absences.

#### Communication and Interpersonal Skills

Evaluate the employee's ability to communicate effectively both verbally and in writing. Assess their interpersonal skills, including their capacity to work well with colleagues, resolve conflicts diplomatically, and convey information clearly to various stakeholders. Uses appropriate language, tone, style and structure in all communications. Fosters and maintains effective work relationships.

#### Dependability and Reliability

Evaluate the employee's consistency and reliability in fulfilling their job responsibilities. Assesses their ability to meet deadlines and commitments. Consider their track record for being accountable and trustworthy in their role.

# Job Knowledge and Expertise

Evaluate the employee's depth of understanding and expertise in their specific role and field of work within the college. Assess their knowledge of relevant policies, procedures, regulations, and industry trends. Consider their ability to apply this knowledge effectively to carry out their responsibilities and contribute to the college's success.

#### Quality of Work

Assess the employee's commitment to delivering work of consistently high quality. Evaluate their attention to detail, accuracy, and the thoroughness of their work. Consider their ability to meet or exceed established standards and expectations, ensuring that their contributions positively impact the college's overall quality and reputation.

Evaluate the employee's ability to efficiently manage resources, whether it's budgetary resources, equipment, or materials. Assess their skills in budgeting, cost control, and resource allocation to ensure that resources are used effectively to support the college's mission.



## COMPETENCY RATINGSCALE

SCORINGOPTIONS



## MANAGER FEEBACK



# MANAGER FEEDBACK EXAMPLES

Examples of Feedback
"Emily's technical skills and high level of competency allow her to excel in her role. She consistently displays a willingness to take on new challenges and adapt to changing technologies. She is an invaluable resource to for the team and her expertise is sought after by her peers and other department leaders. Emily is known for her meticulous attention to detail and commitment to delivering high-quality work every time."
"Emily's is a highly motivated individual who consistently demonstrates exceptional skills and abilities in her role. Her innovative thinking and create problem-solving have led to more efficient processes and improved outcomes for the team. Emily sets an excellent example for peers, consistently demonstrating a positive attitude and a collaborative spirit. She consistently exceeds expectations for time management by completing tasks ahead of schedule without compromising quality."
"Emily is an effective team member who consistently demonstrates competence in her primary responsibilities. She is proficient in her assigned duties and her work is accurate and thorough. She has a good understanding of department goals and always acts in accordance with established procedures.

## HNALTIPS& TAKEAWAYS

" PERFORMANCE

