



Performance Evaluation: Competencies and Ratings Overview



Performance
Management

In Workday employees will be evaluated on the following factors:

Workday Terminology	Old PATH Terminology
Goals	Performance Goals
Competencies	Behavioral Competencies
Responsibilities in Position Restriction	Job Duties in Position Description
Certification Question <i>(for verification of completion/compliance with required training)</i>	Not present in PATH
Overall Rating	Overall Rating

Ratings Overview

Significantly Exceeds Expectations	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does not Meet Expectations
The employee significantly and consistently surpassed job performance and behavioral competency standards when measured by quality, quantity and value to the institution.	The employee frequently surpassed job performance and behavioral competency standards when measured by quality, quantity and value to the institution.	The employee met job performance and behavioral competency standards when measured by quality, quantity and value to the institution, and was consistent and reliable.	The employee is still developing and/or did not consistently achieve job performance and behavioral competency standards when measured by quality, quantity and value to the institution. Some improvement is needed.	The employee was consistently below job performance and behavioral competency standards when measured by quality, quantity and value to the institution. Immediate corrective action is necessary.

Competencies Overview

Service		
Description	Promotes a culture of service.	Examples of behaviors might include: <ul style="list-style-type: none"> • Responds appropriately to the needs of internal and external customers. • Seeks to secure positive interpersonal relations. • Conveys instructions, ideas, and information clearly. • Follows through on commitments to others. • Represents one's position, work unit and organization both internally and externally professionally and responsibly. • Anticipates needs or problems and acts to meet or resolve responsibly, efficiently and cost-effectively.
		For research focused positions, examples of behaviors include: <ul style="list-style-type: none"> • Works to create and sustain a measurable, high standard of quality research. • Facilitates relationship with sponsors in ways that project respect, understanding and professionalism and strengthen the research program. • Meets frequently and communicates openly to assure sponsor's needs are identified and satisfied. • Works to develop sustainable initiatives with academic sector or partners.

Teamwork/Collaboration		
Description	Promotes cooperation and effective relationships.	Examples of behaviors might include: <ul style="list-style-type: none"> • Works in a cooperative and collaborative manner within work unit and across the organization. • Appreciates and leverages the strengths of others to accomplish goals. • Shares relevant information accurately, completely and appropriately. • Supports the success of team members. • Manages interpersonal conflicts constructively. • Earns the trust and respect of team members.

Diversity & Respect		
Description	Promotes an inclusive, welcoming and diverse climate.	Examples of behaviors might include:
		<ul style="list-style-type: none"> • Treats all people with dignity, civility, and fairness. • Demonstrates respect for people of diverse backgrounds, viewpoints, needs, and experiences. • Seeks and values the opinions and contributions of others. • Acknowledges ideas from others, even when different from own. • Seeks to ensure all sides are heard before reaching a conclusion. • Works diligently to foster an open and inclusive environment.

Initiative		
Description	Exhibits resourcefulness, independent action and professional judgment that are position appropriate.	Examples of behaviors might include:
		<ul style="list-style-type: none"> • Actively engages in activities that support the organization's mission and goals. • Strives toward excellence in all tasks and responsibilities. • Achieves results with appropriate level of guidance. • Seeks opportunities to provide service and contribute to organizational success. • Prioritizes tasks based on importance. • Uses time efficiently and responds quickly and constructively when confronted with challenges. • Takes steps to resolve problems and make constructive recommendations. • Displays and ongoing commitment to learning and self-improvement that adds value to the organization.

Accountability		
Description	Acts responsibly and takes ownership of own behavior, actions and decisions.	Examples of behaviors might include:
		<ul style="list-style-type: none"> • Delivers quality and timely work products and services. • Meets obligations with assignments and commitments. • Complies with applicable policies, regulations, rules and procedures. • Establishes and maintains confidentiality of communications and information. • Follows safety and security protocols, and performs in a manner that promotes the safety of self and others. • Uses resources responsibly. • Completes assigned training on time. • Leads by example in appearance, attitude, character and work ethic.

Supervision (<i>Supervisory Competency</i>)		
Description	Manages performance and cultivates a positive work environment.	Examples of behaviors might include:
		<ul style="list-style-type: none"> • Promotes employee excellence by establishing appropriate performance goals and assignments; providing coaching, feedback and support; and rewarding high performance. • Provides clear direction and communicates expectations. • Manages employee performance issues. • Promotes employee well-being. • Supports employee growth by assisting with career plans and providing opportunities for professional development. • Promotes collaboration and teamwork within work unit.

Organizational Leadership (<i>Supervisory Competency</i>)		
Description	Cultivates a high-performing and fiscally responsible workplace.	Examples of behaviors might include:
		<ul style="list-style-type: none"> • Communicates, supports and promotes the organization's vision, mission and goals. • Plans and monitors work activity and output, ensuring alignment with overall goals. • Makes adjustments as needed to address multiple demands and competing priorities. • Acts as a change agent by demonstrating flexibility and adaptability, and by implementing appropriate changes in culture, strategy and regulatory requirements. • Follows fiscal guidelines, regulations, principles, and standards when committing resources and processing financial transactions. • Ensures adherence with HR regulations and laws.