

ANNUAL PERFORMANCE EVALUATION REVIEW

<p>Initiative and commitment (identifies and analyzes problems; offers solutions and/or suggests/implements improved methods; voluntarily assists department or colleagues; demonstrates personal responsibility when performing duties)</p>		<ul style="list-style-type: none"> • E • HE • S • NI • U
<p>Work ethic (demonstrates reliability, honesty and integrity; disciplined and engaged in core job duties; demonstrates preparedness and punctuality at meetings)</p>		<ul style="list-style-type: none"> • E • HE • S • NI • U
<p><u>Professionalism</u> and interpersonal behavior (exercises courtesy, empathy and respect in communications and interactions with colleagues, supervisors, stakeholders, and/or customers; responds productively to constructive criticism; interacts well with customers and vendors; team player; maintains collaborative work relationships with colleagues; positive and professional demeanor (verbal and nonverbal) uses discretion)</p>		<ul style="list-style-type: none"> • E • HE • S • NI • U
<p><u>Attendance</u> and punctuality (adheres to <u>attendance policy</u> has 6 or fewer occurrences over six-month period, excluding FMLA absences)</p>	<p>Dates of absences:</p> <p>Dates of tardies</p>	<ul style="list-style-type: none"> • S • U
<p><u>Safety, security</u> and compliance (complies with <u>university policies</u> observes safety standards in the workplace; monitors, reports, and participates, as appropriate, in resolving potential safety and security issues; maintains data integrity with <u>UJ Tech policies</u> attends required <u>EHS</u> annual lab safety training as applicable; completes annual <u>compliance training</u>; other activities may include attending universitywide <u>safety training</u> (e.g. <u>Run.Hide.Fight</u> and <u>RISE UP</u>, safety videos, etc.)</p>		<ul style="list-style-type: none"> • E • HE • S • NI • U
<p>Diversity and inclusiveness (complies with and champions the university's <u>values diversity statement</u>, and <u>non-discrimination policy</u>; demonstrates and fosters civility, free exchange of ideas, and appreciation for distinct perspectives and talents of each individual; encourages relationships and interactions among people of diverse backgrounds)</p>		<ul style="list-style-type: none"> • E • HE • S • NI • U

Service orientation

