Updated Performance Review Competencies

Division of Human Resources

June 3, 2019

New Performance Competencies Effective with the <u>FY19</u> Review Process

Accountability

Agility

Collaboration

Communication

Compliance

Job Proficiency

Judgment

Leadership (for managers)

Professionalism

Technology

Performance Competency Definitions

Accountability	Accepts feedback and takes responsibility for all work activities and personal actions; takes ownership and follows through on commitments through completion; implements decisions that have been agreed upon; maintains confidentiality with sensitive information; acknowledges and learns from mistakes without blaming others; recognizes the impact of one's behavior on others.
Agility	Allocates time and resources efficiently and effectively. Uses personal knowledge and professional experience to anticipate and adapt to change. Identifies and recommends opportunities for improvement and contributes to developing innovative solutions. Leverages resources to achieve goals.
Collaboration	Proactively builds productive working relationships and collaborates with colleagues across the University in order to find common ground, provide better service and achieve results in alignment with the operations, core values and mission of Stevens. Gains the trust and support of others. Values the contributions of others and uses their input to guide actions and decisions.
Communication	Clearly and effectively shares information, actively listens, and demonstrates effective oral and written communication skills. Seeks input from others and adapts communication to diverse audiences. Shares information in a timely manner.

Performance Competency Definitions

Compliance	Understands and adheres to compliance standards as they appear in the University Policy Library. Is well-versed on relevant federal and state laws, as well as department policies or procedures. Stays up-to-date on policy changes and required training.
Judgment	Demonstrates the ability to analyze situations or problems, make timely and sound decisions, construct plans and achieve optimal results. Makes clear, consistent, transparent decisions; acts with integrity in all decision making; distinguishes relevant from irrelevant information.
Leadership (for managers)	Creates a compelling vision and goal for one's team and communicates it to others in a way that inspires their commitment. Leads, engages and develops people to maximize individual performance through alignment with the University mission and attainment of strategic and operational goals. Motivates others by modeling interpersonal effectiveness, communication and trust. Ensures productive resolution of conflict and applies the highest ethical standards in all actions and decisions.

Performance Competency Definitions

Professionalism	Strives for excellence in all that they undertake. Demonstrates commitment to the job, colleagues, the University and its mission by acting in ways that further the accomplishment of its goals and strategic priorities. Delivers high quality work, effectively uses feedback to improve the quality of work and continuously looks for ways to be more efficient. Demonstrates appropriate discretion when dealing with confidential/sensitive information and applies the highest ethical standards in all actions and decisions. Shows respect for difference in backgrounds, lifestyles, viewpoints, and needs
Technology	Proficiently uses computers, communication devices, University systems and job-specific tools. Identifies relevant technology solutions and demonstrates ability to use technology tools and software programs to drive efficiencies and improve processes.
Job Proficiency	How well the employee performs specific to their role and job description. Has a full working knowledge of the methods, procedures and systems applicable to the position. Understands the function of the department and how the job plays a part in the success of the unit.