

Professional Standards

Problem Solving

Satisfactory Below Satisfactory

- Considers effects of a decision.
- Suggests ways to increase efficiency.
- Identifies problems and practical solutions.
- Distinguishes between important and unimportant problems.

Initiative/Personal Leadership

Satisfactory Below Satisfactory

- Makes appropriate decisions about when to act independently and when to consult with others.
- Follows through on tasks without reminders.
- Able to work independently; knows when to seek assistance and direction.
- Accepts responsibility for managing own performance; accepts and responds to constructive feedback.
- Adapts to new situations, changing demands or unique work requirements.
- Can get things done in stressful situations.
- Maintains constructive working relationships within and outside the department.
- Trustworthiness; follows through; shows initiative.
- Controls expectations by avoiding promising what he/she can't or shouldn't deliver.

Teamwork

Satisfactory Below Satisfactory

- Directs efforts towards achievement of department objectives.
- Is able to effectively play a supporting role on a team.
- Is able to effectively play a leadership role on a team.
- Never undercuts another staff member's credibility with clients, vendors, or other University staff.
- Performs work in the assigned areas of responsibility, entering another's area of responsibility when invited to do so by the buyer or the Director.

Planning/Organizational Skills

Satisfactory Below Satisfactory

- Schedules work effectively.
- Makes appropriate use of available resources.
- Able to set priorities, meet deadlines and respond to changing needs effectively.
- Uses creativity and innovation in decision-making.
- Effectively manages multiple priorities.

Communication

Satisfactory Below Satisfactory

- Communicates regularly and effectively with Director.
- Communicates information to appropriate audiences in a timely manner.
- Communicates orally in an accurate, grammatically correct, clear and concise manner to all audiences.
- Presents written messages in an accurate, clear, concise, and client focused manner.
- Demonstrates active listening and effective questioning skills.
- Demonstrates effective communication skills to participate in and/or lead meetings.
- Makes clear, concise formal presentations.

Interpersonal Skills (Clients/Coworkers)

Satisfactory Below Satisfactory

- Obtains/provides appropriate information.
- Adapts to changing demands from others.
- Offers to help coworkers when own workload permits.
- Never complains about procedures and policies without offering suggestions for improvements.
- Never exhibits uncooperative or rude behaviors.

Attendance/Punctuality

Satisfactory Below Satisfactory

- Work at least Purchasing's core hours 8:00 a.m. – 4:30 p.m.
- Notifies supervisor of an absence in advance.
- Takes the initiative to work extra hours when necessary to meet a deadline or keep a project on schedule.
- Arrives for work and for meetings on time.

Orderliness

Satisfactory Below Satisfactory

- Work area is appropriately presentable to the clients and vendors who may visit.

Technology

Satisfactory Below Satisfactory

- Has a working knowledge of software packages needed to perform job responsibilities.
- Shows initiative in finding technological aids to help perform old or newly assigned tasks.

Professional Development

Satisfactory Below Satisfactory

- Seeks opportunities to develop knowledge and awareness in the areas of economic and business trends and in the markets/products/services/programs in his/her assigned areas.

Comments: