Staff Performance Evaluation Elements

Main Elements

Adaptability / Flexibility - Adapts to changing priorities, procedures, and assignments; can skillfully compromise; is tolerant of personal differences; quickly assimilates and applies new job-related information

Interpersonal Skills - Displays a positive, courteous, and professional demeanor toward co-workers and third parties at all times; makes customer service a priority on a consistent basis

Team Player - Demonstrates a willingness to help others in a positive, courteous, and professional manner at all times; encourages and supports collaboration; responds to others’ needs and requests in a timely manner; recognizes others for accomplishments

Reliability / Time Management - Effectively manages time to accomplish goals and meet deadlines; works well within schedules and deadlines; establishes priorities and sets goals.

Communication Skills - Clearly and concisely present and expresses information verbally; demonstrates active listening skills; demonstrates effective business writing skills

Decision Making - Gathers and considers appropriate data before finalizing decision; identifies viable alternative solutions; evaluates pros and cons of each potential action, keeping in mind goals and priorities of NKU

Drive & Commitment - Motivates self to complete responsibilities; demonstrates appropriate follow through on assigned activities; initiates actions and/or suggests ideas to support mission of department / university as appropriate

Other Elements

Safety - Follows proper procedures/regulations to allow for the safety of personnel and equipment.

Supervision - Demonstrates ability to determine priorities/scheduling of activities to reflect current goals.

Leadership - Guides others to work toward common objectives; commands respect; develops cooperation and teamwork; bias toward action.

Planning - Forecasts needs; sets priorities; effectively uses financial and human resources; proactive.