

Performance Review Form Addendum: *General Position Expectations*

Please provide examples of how staff member has met expectations for current review year.

Civil and Respectful Interactions

Demonstrates respect for all members of the University community in the course of performing one's duties and in response to administrators, supervisors, coworkers, and customers; constructively brings forward workplace concerns to coworkers and/or supervisor.

Diversity and Inclusion

Welcomes the richness of talent from a diverse workforce and recognizes that diversity brings stimulation, challenge, and energy that contribute to a productive and effective workplace.

Learning and Professional Development

Seeks opportunities to enhance one's own knowledge, skills, and abilities as they relate to one's current position and/or to prepare for potential future roles and overall career development that contribute to the mission and goals of the institution.

Responsibility and Accountability

Represents the interests of the University and of unit leadership in the use of resources to meet service and productivity demands within unit goals and budgets; strives to promote continual process and quality improvement.