

# Performance Standard Form

Position: Library

Date: November 8, 2017

Job Task – Productivity, Teamwork and Attendance	
Types of things an employee would do who performs at the standard level	
<b>Teamwork</b> <ul style="list-style-type: none"><li>• Usually interacts in a cooperative manner. Deals with conflict, frustration appropriately. Applies active listening skills to most situations.</li><li>• Is respected and trusted and often viewed as a role model.</li><li>• Appreciates a variety of perspectives. Demonstrates openness to and respect for ideas of others. Treats others equitably.</li><li>• Regularly demonstrates involvement with other staff/team members, both within and outside of their department, which is mutually beneficial. Actively and effectively participates and contributes in a positive manner.</li><li>• Places team's objectives above individual agendas. Does one's share; maintains a positive attitude. Supports team decisions and goals.</li><li>• Keeps confidentiality of the group. Takes into consideration impact on others in work group.</li><li>• Develops and sustains cooperative working relationships; fosters commitment, mutual respect, team spirit, pride and trust.</li></ul>	
<b>Productivity</b> <ul style="list-style-type: none"><li>• Demonstrates ability to recognize problems, gather information, and propose solutions, identifying possible tools and resources. Performs analyses to make judgments in an acceptable manner. Decision are sound and outcomes are anticipated</li><li>• Is dependable and conscientious. Performs responsibilities in a consistent, thorough and timely manner.</li><li>• Consistently prioritizes tasks and manages time effectively to produce high quality work within expected and realistic time frame. Keeps colleagues and supervisor informed during the process and as issues arise.</li><li>• Follows up to make sure job is completed correctly and in a timely manner. Alerts supervisor when there are impediments to completion. Projects and/or work duties are consistently completed by or before deadlines with minimal timeline extensions needed.</li><li>• The employee is not afraid to ask colleagues/supervisor for help/clarification when it is needed. When asking for help/clarification, the employee comes prepared with ideas to brainstorm solutions.</li></ul>	
<b>Attendance</b> <ul style="list-style-type: none"><li>• The employee arrives on time for work and manages time effectively. The employee leaves work on time and maintains a healthy work-life balance. Complies with departmental policies and procedures governing use of breaks and leave. Communicates variations to schedule to appropriate people.</li><li>• Regular and predictable attendance is expected and required according to employee's work schedule.</li></ul>	

