

Performance Standard Form

Position: Library

Date: October 31, 2017

Job Task – Professionalism
Types of things an employee would do who performs at the standard level
<ul style="list-style-type: none">• The employee conducts oneself according to the highest ethical standards and promote an environment of public trust that is free from conflicts of interest, fraud, abuse of authority, and misuse of public property.• The employee is reliable and trustworthy. Does not make promises that he/she is not capable of keeping. When committed to a project, employee follows-through and produces high quality work.• The employee values diversity in one another: is respectful of different lifestyles, beliefs and opinions. While at work, the employee maintains neutrality as a representative of the library.• The employee will handle himself or herself in a manner that demonstrates expertise, honesty, integrity, and commitment to library/city goals.
<ul style="list-style-type: none">• The employee will demonstrate flexibility in response to changing demands.• Is perceptive of the needs of others and exercises appropriate discretion and sensitivity when sharing information.• The employee takes responsibility for his/her own behavior and works effectively with others.• Adheres to professional guidelines of appearance as outlined in Employee Policy Manual