

University of Scranton - Performance Appraisal Competency

	Description	Rating
Collaboration & Teamwork	Mission-oriented and displays willingness to work cooperatively and collaboratively with others.	
Decision Making & Discernment	Makes responsible and appropriate decisions, prioritizes needs, and takes action that is consistent with the University's mission and vision. Seeks opportunities to provide input to decision making processes. Positively supports decisions once they are made.	
Professionalism	Exhibits professional, positive, and ethical behavior in the workplace and across the University Community, and is patient, respectful, and fair in dealing with others. Is responsive to the needs of students, faculty, staff, and University visitors.	
Interpersonal Skills	Uses tact and diplomacy in handling sensitive situations, and respects	

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Part 2: Projects and Goals During the Rating Period

The reviewer and staff member will discuss and document one (1) to three (3) projects and/or goals that will be achieved during the rating period and that relate to the expected performance of the staff member's and department's goals. The following prompts can be used to establish projects or goals.