

Self-Management Rating Criteria (Sample)

Duty	1 Fails to Meet	2 Barely Meets	3 Meets	4 Exceeds	5 Greatly Exceeds
Attendance	<p>Employee has been counseled on several occasions regarding issues with attendance.</p> <p>Does not request and use leave in accordance with policies and procedures.</p> <p>AND does not submit written request for advance approval for non-emergency leave and/or to earn overtime/compensatory time.</p> <p>AND does not directly notify supervisor of unscheduled absences.</p> <p>AND has received unapproved leave without pay.</p>	<p>Employee has been counseled regarding issues with attendance.</p> <p>Does not request and use leave in accordance with policies and procedures.</p> <p>OR does not submit written request for advance approval for non-emergency leave and/or to earn overtime/compensatory time.</p> <p>OR does not directly notify supervisor of unscheduled absences.</p> <p>OR has received unapproved leave without pay.</p>	<p>Requests and uses all leave in accordance with policies and procedures.</p> <p>Submits written request for advance approval for non-emergency leave and to earn overtime/compensatory time.</p> <p>Notifies supervisor directly if an unscheduled absence is necessary.</p> <p>Has not received any unapproved leave without pay.</p>	<p>Meets expectations and;</p> <p>Requests leave far enough in advance to allow for necessary adaptations to be made in their absence.</p> <p>Develops plans to ensure continuity or services and achievement of all work deadlines during absence.</p>	<p>Exceeds expectations and;</p> <p>Remains flexible in taking discretionary leave to accommodate business needs.</p> <p>Is mindful of business needs and demands and if approved, is willing to work outside of their normal schedule to accommodate needs.</p>
Punctuality	<p>Employee has been counseled on several occasions regarding issues with punctuality.</p>	<p>Employee has been counseled regarding issues with punctuality.</p> <p>Does not arrive at and</p>	<p>Arrives at and leaves work station per approved schedule.</p> <p>Observes rules</p>	<p>Meets expectations and;</p> <p>If running late, contacts supervisor at or before expected time of arrival</p>	<p>Exceeds expectations and;</p> <p>Remains flexible in arrival/departure times</p>

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Duty	1 Fails to Meet	2 Barely Meets	3 Meets	4 Exceeds	5 Greatly Exceeds
	<p>Does not arrive at and leave work station per approved work schedule.</p> <p>AND does not observe all rules concerning work schedules, breaks and lunch periods.</p> <p>AND arrives late, leaves early or extends lunch or break periods without authorization or notification on a regular basis.</p> <p>AND if running late fails to notify supervisor at or before expected time of arrival.</p>	<p>leave work station per approved work schedule.</p> <p>OR does not observe all rules concerning work schedules, breaks and lunch periods.</p> <p>OR arrives late, leaves early or extends lunch or break periods without authorization or notification on an occasional basis.</p> <p>OR if running late fails to notify supervisor at or before expected time of arrival.</p>	<p>concerning work schedules, breaks and lunch periods.</p> <p>Arrives to meetings and events at scheduled time.</p>	<p>to advise of late arrival or request approval of leave.</p>	<p>for lunch and break periods to accommodate business needs.</p>
Dependability/ Responsibility	<p>Consistently does not complete work tasks by deadlines.</p> <p>AND does not accept responsibility for own actions and work output.</p>	<p>Occasionally does not complete work tasks by deadlines.</p> <p>OR does not accept responsibility for own actions and work output.</p>	<p>Can be relied upon to meet schedules and carry out job tasks and assignments.</p> <p>Completes work tasks by deadlines.</p> <p>Accepts responsibility</p>	<p>Meets expectations and;</p> <p>Completes work tasks prior to deadlines.</p> <p>Accepts new job assignments willingly.</p> <p>Is flexible to assist co-</p>	<p>Exceeds expectations and;</p> <p>Is mindful of business needs and volunteers to take on special projects or additional responsibilities to assist co-workers.</p>

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Duty	1 Fails to Meet	2 Barely Meets	3 Meets	4 Exceeds	5 Greatly Exceeds
	AND does not comply with federal, state and agency policies and procedures, including those regarding safety, confidentiality, harassment, workplace violence and computer/internet use.	OR does not comply with federal, state and agency policies and procedures, including those regarding safety, confidentiality, harassment, workplace violence and computer/internet use.	for own actions and work output. Complies with federal, state and agency policies and procedures, including those regarding safety, confidentiality, harassment, workplace violence and computer/internet use.	workers to ensure overall agency success. Ensures that absences do not adversely impact business operations.	Successfully assumes and executes additional responsibilities to contribute toward professional growth.
Career Development	Does not seek and accept job-related and professional development opportunities. Does not complete any professional development during the performance year. Fails to recognize areas for improvement or development.	Does not seek and accept job-related and professional development opportunities. Does not meet the minimum requirement of six (6) hours of professional development per performance year.	Seeks and accepts job-related and professional development opportunities with approval by supervisor. Completes a minimum of six (6) hours of professional development per performance year.	Meets expectations and; Obtains an additional 6 hours of approved job-related or professional development opportunities for a total of 12 training hours. Shows a strong interest in professional development. Shares acquired knowledge and skills with others as appropriate.	Exceeds expectations and; Obtains an additional 12 hours of approved job-related or professional development opportunities for a total of 24 training hours. Works with supervisor to apply acquired knowledge to improve efficiency and effectiveness of the workplace.