|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name | Monthly | Weekly | Daily | Infrequently |
| How often do you interact with this individual? |  |  |  |  |
|  |  |  |  |  |
|  | **Exceeds** | **Meets** | **Needs Improvement** |  **N/A** |
| Demonstrates competency, accuracy, thoroughness across service profile |  |  |  |  |
| Uses time effectively, efficiently produces expected volume of work, meets schedules |  |  |  |  |
| Displays appropriate knowledge, understanding of procedures, methods and best practices |  |  |  |  |
| Communicates, cooperates and demonstrates capacity to work with supervisor, colleagues, coworkers, students and clients with respect and professionalism |  |  |  |  |
| Able to work independently and in teams effectively and productively |  |  |  |  |
| Demonstrates leadership/supervisory skill across activity scope; directing and/or evaluating subordinates, delegation, planning and organizing work, problem-solving, training, modeling |  |  |  |  |
| Represents unit and UW professionally and capably in alignment with mission, values, strategies |  |  |  |  |