

# Classified Evaluations: Competencies in NeoGov PERFORM

## QUALITY OF WORK

- Accurate, neat, thorough
- Complies with applicable procedures

## QUANTITY OF WORK

- Completes work as scheduled
- Handles a variety of tasks/projects

## WORK HABITS

- Attendance, observes work hours
- Observes safety rules & regulations
- Complies with work instructions
- Applies knowledge of applicable policies and procedures
- Organizes and completes work within established deadlines

## PERSONAL RELATIONS

- Interacts professionally and effectively with others
- Professional Presentation
- Manages difficult situations/people

## INITIATIVE

- Adapts to new situations or new work methods
- Performs duties with minimal instruction
- Performs duties with minimal supervision
- Informs supervisor of work status

## KNOWLEDGE

- Knowledge of job related laws, policies, procedures and principles
- Understands related job tasks
- Provides accurate and appropriate information to inquiries

## COMMUNICATION

- Clear and concise verbal and written communication
- Uses appropriate tone and non verbal cues when communication with others
- Respectfully listens to others

## SUPERVISORY ABILITY (If applicable)

- Provides effective work direction and appropriate feedback
- Supervises student workers