# Competencies

### **Policy Adherence**

Refers to conformity and compliance with company policies, procedures and processes.

**Manager Evaluation** 

Rating:

Comment:

# Accountability

Takes full ownership of work, initiative or project. Is focused on getting a job done even if means of fulfillment or attainment are difficult. Focuses on the end result and strives to reach them on time. Works on improving the owned domain rather than just fulfilling or satisfying it.

Manager Evaluation

Rating:

Comment:

#### Collaboration

Displays positive outlook and pleasant manner. Establishes and maintains effective relations. Exhibits tact and consideration. Offers assistance and support to co-workers. Works actively to resolve conflicts. Works cooperatively in group situations.

**Manager Evaluation** 

Rating:

Comment:

## **Continuous Learning**

Assesses own strengths and weaknesses. Pursues training and development opportunities. Seeks feedback to improve performance. Shares expertise with others. Strives to continuously build knowledge and skills.

**Manager Evaluation** 

Rating:

Comment:

#### Quality

Applies feedback to improve performance. Demonstrates accuracy and thoroughness. Displays commitment to excellence. Looks for ways to improve and promote quality. Monitors own work to ensure quality.

**Manager Evaluation** 

Rating:

Comment:

Section Summary	
Manager Evaluation	

Rating: