

PERFORMANCE INDICATORS

THE TOP-LEVEL PERFORMER

- Has highly developed job skills
- Has a high degree of accuracy
- Is able to produce at a high level of accomplishment
- Is highly dependable
- Demonstrates a consistently cooperative manner
- Shows appropriate initiative without overstepping bounds
- Is punctual and regular in attendance
- Adapts well to changing situations and demands
- Is well-organized
- Is comfortable and receptive to appropriate criticism

THE GOOD PERFORMER

- Has competent job skills
- Has a reasonable degree of accuracy
- Is able to produce at an acceptable level of accomplishment
- Is generally dependable and cooperative
- Sometimes shows initiative, but sometimes oversteps bounds
- Has adequate attendance
- Can usually handle changing situations and demands
- Is generally organized, but sometimes loses control of the details
- Is usually comfortable and receptive to appropriate criticism

THE POOR PERFORMER

- Has less-than-competent job skills
- Is lacking in job accuracy
- Produces at a less-than-acceptable level of accomplishment
- Is inconsistent in dependability
- Sometimes shows an uncooperative manner
- Shows no initiative or has little skill at determining what areas of initiative are appropriate
- Has less-than-adequate attendance
- Is weak in adjusting to changing situations and demands
- Lacks organizational skills
- Is defensive and does not handle criticism well