

Please address each of the criteria with specific examples. (Under each criterion is a list of examples for that criterion.)

- 1. Demonstrates excellence in overall work performance.**
  - ◆ Accepts responsibilities and performs duties above and beyond what is normally expected
  - ◆ Demonstrates extensive knowledge and competence in a wide array of work related topics
  - ◆ Uses knowledge and expertise to troubleshoot/solve problems quickly
  - ◆ Handles a large workload effectively and in a timely fashion
  - ◆ Completes tasks with little description, direction, or supervision
  - ◆ Exhibits a high degree of professionalism
  - ◆ Serves as a checkpoint for quality control
  
- 2. Promotes positive morale through a congenial, supportive attitude and by providing service to others.**
  - ◆ Interacts with others in a positive, enthusiastic, and cheerful manner
  - ◆ Commands the respect of co-workers, supervisor, students, and clients alike
  - ◆ Assists others with both personal and professional challenges that impact work life
  - ◆ Remains calm and assured in a crisis while helping others get through the crisis
  - ◆ Provides services which are outside the scope of the job
  - ◆ Acts as a team player and encourages teamwork in others
  
- 3. Puts forth an effort to improve self as well as to develop and recognize others.**
  - ◆ Acts as a mentor for others by providing advice, guidance, feedback, and encouragement
  - ◆ Helps to integrate new employees or supervisors into the work environment
  - ◆ Shares personal knowledge and skills with others in an effort to train them
  - ◆ Recognizes other's special events and/or accomplishments, either publicly or privately
  - ◆ Takes the initiative to improve individual skills and knowledge
  
- 4. Exhibits initiative and creativity resulting in improved operating efficiency of the Department and/or University.**
  - ◆ Suggests and/or develops new work methods that increase productivity, and save time and money
  - ◆ Reorganizes work to increase effectiveness
  - ◆ Eliminates unnecessary steps or actions for delivering services
  - ◆ Identifies and addresses work problems
  
- 5. Enhances the image of the Department and/or University.**
  - ◆ Serves on University related committees that promote the Department/ University and its staff, students, and clients
  - ◆ Works with groups outside the Department/University to promote the welfare of staff, students, and clients
  - ◆ Performs work that has brought attention and distinction to the Department/ University
  - ◆ Develops processes or programs that are imitated in other Departments/ Universities

**6. Exemplifies/demonstrates the SIUE values.**

**STATEMENT OF VALUES**

**Recognizing public education as the cornerstone of a democracy, SIUE carries out its mission based on certain fundamental, shared values. We value:**

**A. Citizenship**

- ◆ Social, civic and political responsibility, globally, nationally, locally, and within the University
- ◆ Active partnerships and a climate of collaboration and cooperation among faculty, staff, students and the larger community
- ◆ Environmental stewardship

**B. Excellence**

- ◆ High quality student learning
- ◆ Continuous improvement and innovation
- ◆ Outstanding scholarship and public service
- ◆ Standards consonant with the premier status to which we aspire

**C. Integrity**

- ◆ Accountability to those we serve and from whom we receive support
- ◆ Honesty in our communications and in our actions

**D. Openness**

- ◆ Inclusion of the rich diversity of humankind in all aspects of university life
- ◆ Respect for individual differences
- ◆ Intellectual freedom and diversity of thought
- ◆ Access for all who can benefit from our programs

**E. Wisdom**

- ◆ Creation, preservation, and sharing of knowledge
- ◆ Application of knowledge in a manner that promotes the common good
- ◆ Life-long learning