**CORE COMPETENCIES APPRAISAL**

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| **Behavioral Characteristics** | **Definition** | **Level of Importance\***  **Employee rating**  **Manager rating** | **Rating\*\***  **Employee rating**  **Manager rating** | **KSS**  **Keep doing**  **Stop doing**  **Start doing** |
| **Productivity** | Productivity – effectiveness in getting things done, in relation to time and cost requirements | 1 2 3 4 5  1 2 3 4 5 | 1 2 3 4 5  1 2 3 4 5 | K  S  S |
| **Quality of Work** | Quality of work – adherence to an expected standard of result that is a part of a job or activity | 1 2 3 4 5  1 2 3 4 5 | 1 2 3 4 5  1 2 3 4 5 | K  S  S |
| **Initiative** | Initiative -- the ability to act without the help or insistence of others | 1 2 3 4 5  1 2 3 4 5 | 1 2 3 4 5  1 2 3 4 5 | K  S  S |
| **Teamwork** | Teamwork – a cooperative effort by a group or team to produce a desired result | 1 2 3 4 5  1 2 3 4 5 | 1 2 3 4 5  1 2 3 4 5 | K  S  S |
| **Problem Solving** | Problem solving – process of finding a way to successfully resolve a difficult situation or problem | 1 2 3 4 5  1 2 3 4 5 | 1 2 3 4 5  1 2 3 4 5 | K  S  S |

\*Rating scale: 1-very low importance, 2 low importance, 3=important, 4=very important, 5=crucial importance

\*\*Rating scale: 1=poor, 2=fair, 3=average, 4=above average, 5=excellent