

Taking Initiative - Non-Manager

Taking Initiative		
Unacceptable (1)	Meets Expectations (3)	Far Exceeds Expectations (5)
Seldom takes action to improve outcomes, process or measurements.	Responds appropriately on own to improve outcomes, processes or measurements.	Actively seeks out ways on own to improve outcomes, processes or measurements.
Seldom assumes responsibility and leadership when asked.	Assumes responsibility and leadership when asked.	Takes responsibility and provides leadership on projects or initiatives.
Frequently requires supervision to complete routine tasks.	Accomplishes goals independently, with little need for supervision. Takes ownership and accountability for own performance.	Takes action on projects without being directed to do so, and looks for opportunities to move projects along.
Seldom seeks out and/or accepts additional responsibilities in the context of the job; avoids all but what is directly asked of him/her.	Seeks out and/or accepts additional responsibilities in the context of the job.	Enthusiastically seeks and accepts additional responsibilities, both in the context of the job and outside immediate job responsibilities.

Please be mindful of different cultural norms and neurodiverse populations when applying these standards.