

Individual Contributor

| Building Trust | | |
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| Unacceptable | Meets Expectations | Far Exceeds Expectations |
| Does not behave or express oneself in an open or honest manner. | Behaves and expresses oneself in an open and honest manner with everyone. | Behaves and expresses oneself in an open and honest manner; is consistent in what he/she says and does; Appropriately handles difficult situations. |
| Often provides inaccurate and/or incomplete information. | Shares accurate information. | Shares information accurately, completely, and appropriately. |
| Seldom completes assignments in a timely manner. | Completes almost all assignments on time; informs others when a delay will occur. | Follows through on all assignments and commitments, completing them in a timely and reliable manner; consistently makes others aware of status of task/assignment. |
| Struggles to consistently adhere to Emory policies and procedures. | Adheres to all policies and procedures. | Demonstrates commitment to Emory's goals, initiatives, policies and procedures through communication and actions. |