

▼ Competencies: What

These are competencies that can be used to describe what the person actually did and what they did well. Problem Solving, Service to Others, and Functional Knowledge/Skills are included in this list. Other competencies may also be relevant based on the competency definition (e.g. perseveres, uses time efficiently, etc.).

[Expand](#) | [Collapse](#) | [Add Competency: What](#)

To use RESULTS WRITER:

Step 1) Enter your manager rating for the competency.

Step 2) Click on “writing tools” to the left of the Manager Comments box.

▼ Delivering Results

Description : PRODUCTIVITY: Strives to consistently achieve excellence in all tasks and goals. Maintains focus and prioritizes tasks. Efficiently uses time and responds quickly and constructively when confronted with challenges. Prioritizes tasks and adapts to changes. Ensures job knowledge and skills are current and valuable. Receptive to feedback.

Manager Rating: 4 - Exceeds Expectations 4.00 Rating Description

Manager Comments

Writing Tools



Step 3) Select which text you wish to use. **NOTE:** If you choose a “4” rating, you will get text prompts for both a “3” and a “5” rating since the “4” is in between. RESULTS WRITER will automatically populate the text box with the employee’s name.

Step 4) Click “add to comments” and the comments populate in the comment box.

Step 5) Click “save and return” to form.

University Mid-Year Review

Writing Tools - Suggested Results

NOTE: Below are the descriptions for the two ratings that are below/above the rating you gave. Please select both, edit as you see fit and combine into one.

| Suggested Results | | Personalize View All  First  1-2 of 2  Last |
|---|----------------|--|
| Suggested Results Text | Source | |
| <input checked="" type="checkbox"/> <p>Employee delivers good results for all assigned tasks and goals. Employee stays focused on tasks and assignments. Employee uses time efficiently to complete assignments. Employee maintains current job knowledge and skills. Employee is receptive to and implements suggestions for improvement.</p> | Results Writer | |
| <input checked="" type="checkbox"/> <p>Employee achieves excellence in all tasks and goals. Employee maintains focus and perseveres even in the face of obstacles. Employee uses time efficiently; adapts plans when changes occur. Employee prioritizes tasks based on importance. Employee actively pursues professional development and growth. Employee is receptive to and implements suggestions for improvement. Employee solicits feedback. Employee actively identifies ways to improve.</p> | Results Writer | |

Select All

Deselect All

Add to Comments



Comments

Manager Rating: 4 - Exceeds Expectations 4.00 Rating Description

Manager Comments

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