

▼ Competencies: What

These are competencies that can be used to describe what the person actually did at Problem Solving, Service to Others, and Functional Knowledge/Skills are included in also be relevant based on the competency definition (e.g. perseveres, uses time efficiently, maintains current job knowledge and skills, is receptive to and implements suggestions for improvement) are required for competencies with a rating of 1, 2 or 5.

▼ 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 p obstacles. Uses time efficiently and responds quickly and constructively when confronted with challenges. Prioritizes ta PERSONAL GROWTH: Ensures job knowledge and skills are current and valuable. Receptive to feedback.

Manager Rating 4 - Exceeds Expectations 4.00 Rating Description

Manager Comments

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

Select All Deselect All

Add to Comments

Comments

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